

US General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Price List

PROFESSIONAL SERVICES SCHEDULE

CONTRACT GS-23F-0097M

CONTRACT PERIOD | FEBRUARY 12, 2002 THROUGH FEBRUARY 11, 2022

BUSINESS SIZE | SMALL
SET ASIDE | WOSB



*Using our creativity to solve problems
that help your organization succeed*

3776 LaVista Road Suite 200
Tucker, Georgia 30084
T 404.315.9700
F 404.315.0020

CATMEDIA.com

ABOUT US | CATMEDIA employs creativity, solving problems that help our clients succeed through Program Management and Human Resource Management in the fields of training and creative services. Based in Atlanta, Georgia, with a Washington, D.C. office, we are process developers, educators, communication strategists, and information designers. Patent pending on several technologies and processes, we are problem solvers and thought leaders.

Regardless of the size of the client or project, CATMEDIA is committed to providing the highest quality product and world-class customer satisfaction within the scope of your budget and schedule. Let the CATMEDIA team use our creative business and technical skills to help you achieve your organizational goals and objectives with:

Program Management
Training
e-Learning

Human Resource Management
Marketing and Advertising
Studio Rental

Creative Services
Training Services

We combine creative thinking with appropriate technologies and professionals to create the tools and/or environment needed to successfully support your leadership, technologies, programs, and organizations. **WE TURN VISIONS INTO MOTION**

WHY CATMEDIA?

- ✓ **RELIABILITY** | Two decades of providing expertise, award-winning services and personnel to a host of government agencies shows the dedication of our team to our work and a track record that government agencies can rely upon.
- ✓ **RESPONSIVENESS** | CATMEDIA will work with government agencies throughout the *entire* program and project management process—from planning and development through delivery
- ✓ **DEPTH OF EXPERIENCE** | Our wealth of experience gives us a deep understanding of all the needs associated with supporting Federal agencies, programs, missions, and objectives. We truly understand government contracting, the procurement process, and the type of seamless support that program managers and leaders need and want.
- ✓ **BREADTH OF EXPERIENCE** | Our honed processes and proven methodologies to approach strategic planning and execution of contract tasks through the years gives us the expertise to provide comprehensive support services. We've faced, innovated around, and successfully navigated through all types of challenges. That experience now enables us to deliver industry-leading program management consulting services, methods, and tools to federal customers.
- ✓ **COMMITMENT TO EXCELLENCE** | Our record of excellence in client support services is demonstrated:
 - Rating of 93 on our Dun & Bradstreet Customer Service Satisfaction Survey
 - "Exceptional" in our CPARS scores

**HOW MAY WE HELP YOUR ORGANIZATION SUCCEED,
USING OUR CREATIVITY TO SOLVE PROBLEMS?**



SCHEDULE

Professional Services Schedule

CONTRACTOR

CATMEDIA

3776 LaVista Road
Suite 200
Tucker, GA 30084

T 404.315.9700 | F 404.315.0020
E Catherine.Downey@CATMEDIA.com
W CATMEDIA.com

CONTRACT PERIOD

February 12, 2002 - February 11, 2022

BUSINESS SIZE

Small Business

CERTIFICATIONS

SBA Woman Owned Small Business Certified
WBENC Woman Owned Small Business Enterprise Certified, #239017
CATMEDIA is 100% Woman Owned.

SERVICES OFFERED BY SPECIAL ITEM NUMBER (SIN)

CONTRACT # **GS-23F-0097M | Professional Services**

Financial and Business Solutions (FABS)

520 11 Accounting
520 21 Program Management

Human Resources & EEO Services (738X)

C595 21 Human Resource Services

Advertising & Integrated Marketing Services (AIMS)

541 1 Advertising Services
541 2 Public Relations Services
541 3 Web Based Marketing Services
541 4B Video/Film Production Services
541 4F Commercial Art & Graphic Design Services
541 5 Integrated Marketing Services
541 1000 Other Direct Costs (ODCs)

Mission Oriented Business Integrated Services (MOBIS)

874 1 Integrated Consulting
874 4 Training: Instructor Led, Web Based, Course Development & Test Administration, Learning Management, Internships
874 7 Integrated Business Program Support
874 9 Off-the-Shelf Training Devices & Training Materials: Print, Electronic, Audio-Visual, Multi-Media, & Simulation Training Devices

Ancillary Support Services & Products

100 3 CATMEDIA BAM-Mail™ and VORGAR™

For information on ordering through Federal Supply Schedules, visit:

<http://www.gsa.gov/portal/category/100623>

For more information or to place an order, contact our Contract Administrative Point of Contact:

Catherine Downey, CEO
E Catherine.Downey@CATMEDIA.com | T 404.315.9700



1A **Awarded Special Item Numbers (SINs)**

FINANCIAL AND BUSINESS SOLUTIONS

SIN 520 11	Accounting Services
SIN 520 21	Program Management Services

Human Resources & EEO Services

C595 21	Human Resource Services
---------	-------------------------

ADVERTISING & INTEGRATED MARKETING SERVICES

SIN 541 1	Advertising Services
SIN 541 2	Public Relations Services
SIN 541 3	Web Based Marketing Services
SIN 541 4B	Video/Film Production Services
SIN 541 4F	Commercial Art & Graphic Design Services
SIN 541 5	Integrated Marketing Services
SIN 541 1000	Other Direct Costs (ODCs)

MISSION ORIENTED BUSINESS INTEGRATED SERVICES

SIN 874 1	Integrated Consulting Services
SIN 874 4	Training Services
SIN 874 7	Integrated Business Program Support Services
SIN 874 9	Off-the-Shelf Training Devices & Training Materials

ANCILLARY SUPPORT SERVICES & PRODUCTS

SIN 100 3	CATMEDIA BAM-Mail™ and VORGAR™
-----------	--------------------------------

1B **Pricing Model** | Please refer to CATMEDIA pricelists in Appendices A-G. *Prices shown in pricelists are net, all discounts deducted, and valid for all domestic areas.*
Rates are Effective: February 12, 2002 – February 11, 2022

1C **Labor Category Descriptions** | Please refer to CATMEDIA labor categories described in Appendices H-L.

2 **Maximum Order*** | \$1,000,000.00

* If the best value selection places your order over the Maximum order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact us directly. We may: (1) offer a new price for this requirement; (2) offer the lowest price available under this contract; or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

3 **Minimum Order** | \$100.00

4 **Geographic Coverage (Delivery Area)** | The geographic coverage (delivery area) of this contract is the 48 contiguous states and the District of Columbia.

5 **Point(s) of Production** | Tucker, Georgia and throughout the U.S.

6 **Discount from List Prices** | Prices listed are GSA net, discount deducted.

7 **Quantity Discounts** | +1% for orders greater than \$250,000 (direct labor only).



- 8 **Prompt Payment Terms** | None
- 9A **Government purchase cards *are accepted below*** the micro-purchase threshold.
- 9B **Government purchase cards *are accepted above*** the micro-purchase threshold.
- 10 **Foreign Items** | None
- 11A **Time of Delivery** | CATMEDIA will deliver on the date (time, day, month, and year) agreed to by CATMEDIA and the Government.
- 11B **Expedited Delivery Time** | Expedited deliveries will be addressed on a case-by-case basis depending on the customer's need and the availability of resources. Please contact us directly prior to placing an order.
- 11C **Overnight and 2-Day Delivery Times** | Government customers should call CATMEDIA for the availability of this service.
- 11D **Urgent Requirements** | CATMEDIA agrees to provide best efforts to give priority to emergency orders. Please contact your CATMEDIA representative to mutually arrange such a delivery.
- 12 **F.O.B. POINT** | Destination within 48 contiguous states and the District of Columbia
- 13A **Ordering Address** | CATMEDIA, 3776 LaVista Road, Suite 200, Tucker, GA 30084-5648
- 13B **Ordering Procedures** | For supplies and services, the ordering procedures, and information on Blanket Purchase Agreements (BPAs) is found in Federal Acquisition Regulation (FAR) 8.405-3. [www.acquisition.gov/far/current/html/Subpart 8_4.html](http://www.acquisition.gov/far/current/html/Subpart%208.4.html)
- 14 **Payment Address** | CATMEDIA, Attn: Accounts Payable, 3776 LaVista Road, Suite 200, Tucker, GA 30084-5648
- 15 **Warranty Provision** | Standard Commercial Warranty
- 16 **Export Packing Charges** | Export packing of products is available.
- 17 **Terms and Conditions of Government Purchase Card Acceptance** | Government Commercial Credit Cards (Visa) will be acceptable for payment. The order must contain the credit card number, the cardholder name and phone number and the expiration date.
- 18 **Terms and Conditions of Rental, Maintenance, and Repair**
 - a. Rental day rate for equipment are based on days. A day for an individual or crew is based on portal-to-portal.
 - b. FAR Clause 52.227-19 Commercial Computer Software-Restricted Rights (JUN 1987) is incorporated by reference.
- 19 **Terms and Conditions of Installation** | N/A
- 20 **Terms and Conditions of Repair Parts Indicating Date of Parts Pricelists and Any Discounts from List Prices** | N/A
- 20A **Terms and Conditions for Any Other Services** | N/A
- 21 **List of Service and Distribution Points** | CATMEDIA, 3776 LaVista Road, Suite 200, Tucker, GA 30084-5648
- 22 **List of Participating Dealers** | N/A
- 23 **Preventive Maintenance** | N/A
- 24 **Year 2000 (Y2K) Compliant** | Yes
- 24A **Environmental Attributes** | None



- 24B **Section 508 Compliance for EIT** | EIT standards can be found here: [section508.gov](https://www.section508.gov)
CATMEDIA provides full 508 compliance services in-house for all media produced.
- 25 **Data Universal Number System (DUNS) Number** | 126978647
- 26 **System for Award Management (SAM)** | CATMEDIA is actively registered in System for Award Management (SAM).

APPENDICES A THROUGH G

CATMEDIA PRICELISTS

Appendix A	Financial and Business Solutions	p. 8-9
Appendix B	Advertising and Integrated Marketing	p. 10-14
Appendix C	HR and EEO Services	p. 15-16
Appendix D	Mission Oriented Business Integrated Services	p. 17-19
Appendix E	MOBIS Training Courses.....	p. 20
Appendix F	MOBIS Training Devices/Materials	p. 21-23
Appendix G	CATMEDIA Ancillary Supplies/Services	p. 24

APPENDIX A - CATMEDIA FABS PRICELIST
EFFECTIVE THROUGH 02.11.2022

FABS LABOR CATEGORY	FACILITY/ SITE	UNIT	GSA RATE (Incl. IFF)
Program Manager	Contractor	Hour	145.20
Program Manager	Customer	Hour	135.96
Project Manager - Technical	Contractor	Hour	119.52
Project Manager - Technical	Customer	Hour	111.91
Project Manager - Administrative	Contractor	Hour	106.00
Project Manager - Administrative	Customer	Hour	99.25
Task Leader	Contractor	Hour	115.46
Task Leader	Customer	Hour	108.11
Project Control Analyst	Contractor	Hour	68.14
Project Control Analyst	Customer	Hour	63.80
Writer/Editor - Associate	Contractor	Hour	32.07
Writer/Editor - Associate	Customer	Hour	30.03
Writer/Editor - Intermediate 1	Contractor	Hour	66.90
Writer/Editor - Intermediate 1	Customer	Hour	62.64
Writer/Editor - Intermediate 2	Contractor	Hour	78.96
Writer/Editor - Intermediate 2	Customer	Hour	73.94
Writer/Editor - Senior 1	Contractor	Hour	90.67
Writer/Editor - Senior 1	Customer	Hour	84.90
Writer/Editor - Senior Certified	Contractor	Hour	104.56
Writer/Editor - Senior Certified	Customer	Hour	97.91
Writer/Editor - Senior 2	Contractor	Hour	115.62
Writer/Editor - Senior 2	Customer	Hour	108.26
Writer/Editor - Senior PhD	Contractor	Hour	133.12
Writer/Editor - Senior PhD	Customer	Hour	124.65
Acquisition/Procurement/Contract Analyst - Associate	Contractor	Hour	33.58
Acquisition/Procurement/Contract Analyst - Associate	Customer	Hour	31.44
Acquisition/Procurement/Contract Analyst - Intermediate 1	Contractor	Hour	60.62
Acquisition/Procurement/Contract Analyst - Intermediate 1	Customer	Hour	56.76
Acquisition/Procurement/Contract Analyst - Intermediate 2	Contractor	Hour	78.64
Acquisition/Procurement/Contract Analyst - Intermediate 2	Customer	Hour	73.64
Acquisition/Procurement/Contract Analyst - Senior 1	Contractor	Hour	84.65
Acquisition/Procurement/Contract Analyst - Senior 1	Customer	Hour	79.27
Acquisition/Procurement/Contract Analyst - Senior Certified	Contractor	Hour	90.67
Acquisition/Procurement/Contract Analyst - Senior Certified	Customer	Hour	84.90
Acquisition/Procurement/Contract Analyst - Senior 2	Contractor	Hour	96.67
Acquisition/Procurement/Contract Analyst - Senior 2	Customer	Hour	90.52
Acquisition/Procurement/Contract Analyst - Senior PhD	Contractor	Hour	108.70
Acquisition/Procurement/Contract Analyst - Senior PhD	Customer	Hour	101.78
Business/Financial/Management Analyst - Associate	Contractor	Hour	32.97
Business/Financial/Management Analyst - Associate	Customer	Hour	30.87
Business/Financial/Management Analyst - Intermediate 1	Contractor	Hour	61.37
Business/Financial/Management Analyst - Intermediate 1	Customer	Hour	57.46



FABS LABOR CATEGORY	FACILITY/ SITE	UNIT	GSA RATE (Incl. IFF)
Business/Financial/Management Analyst - Intermediate 2	Contractor	Hour	68.13
Business/Financial/Management Analyst - Intermediate 2	Customer	Hour	63.80
Business/Financial/Management Analyst - Senior 1	Contractor	Hour	81.65
Business/Financial/Management Analyst - Senior 1	Customer	Hour	76.45
Business/Financial/Management Analyst - Senior Certified	Contractor	Hour	95.18
Business/Financial/Management Analyst - Senior Certified	Customer	Hour	89.12
Business/Financial/Management Analyst - Senior 2	Contractor	Hour	108.70
Business/Financial/Management Analyst - Senior 2	Customer	Hour	101.78
Business/Financial/Management Analyst - Senior PhD	Contractor	Hour	122.22
Business/Financial/Management Analyst - Senior PhD	Customer	Hour	114.44
Administrative Support - 1	Contractor	Hour	33.58
Administrative Support - 1	Customer	Hour	31.44
Administrative Support - 2	Contractor	Hour	38.08
Administrative Support - 2	Customer	Hour	35.65
Administrative Support - 3	Contractor	Hour	47.85
Administrative Support - 3	Customer	Hour	44.80
Administrative Support - 4	Contractor	Hour	54.61
Administrative Support - 4	Customer	Hour	51.14

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor WD Number(s) identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the Contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No.
Administrative Assistant	01261 – Personnel Assistant (employment) I	2005-2133
Photography: Director of Photography	13075 – Photographer V	2005-2133
Graphic Artist	29150 – Graphic Artist	2005-2133
Technical Writer	29480 – Technical Writer	2005-2133

APPENDIX B - CATMEDIA AIMS PRICELIST

EFFECTIVE THROUGH 02.11.2022

AIMS Labor Category (At Need Services)*	FACILITY/ SITE	UNIT* Day=8 hrs	GSA RATE* (Incl. IFF)
* These rates are project based for "at need" services and do not apply to a full time employee (FTE)			
Administrative Assistant	n/a	Hour	39.29
Audio Technician	n/a	½ Day	504.28
Audio Technician	n/a	Day	687.65
Audio Technician – Field	n/a	Hour	63.84
Communications Consultant 1	n/a	Hour	87.10
Communications Consultant 2	n/a	Hour	114.61
Communications Researcher	n/a	Hour	131.61
Creative Director	n/a	Hour	166.97
Creative Illustrator	n/a	Hour	147.33
Director	n/a	Hour	137.51
Editor	n/a	Hour	85.45
Editor: Beta Offline Edit	n/a	Hour	160.45
Editor: Final Cut Pro Online Edit	n/a	Hour	160.45
Gaffer	n/a	Hour	73.66
Gaffer	n/a	Day	736.61
Graphic Artist	n/a	Hour	137.51
Graphic Artist – 2D, Without Equipment	n/a	Hour	95.35
Graphic Artist – 3D/Animation, Without Equipment	n/a	Hour	110.02
Graphic Artist – After Effects Development	n/a	Hour	160.45
Graphic Artist - Without Equipment	n/a	Hour	95.35
Graphic Designer	n/a	Hour	147.33
Graphics: CG/Dekop Operator	n/a	Day	715.15
Grip	n/a	Hour	73.66
Grip	n/a	½ Day	550.11
Grip	n/a	Day	736.61
Grip - Key	n/a	Hour	88.39
Grip - Key	n/a	½ Day	577.62
Grip - Key	n/a	Day	883.95
NOTES: 1. Cancellation fee of 100% will be assessed for less than 24-hour notice. 2. Any hours worked over a standard 8-hour day will be deemed overtime using the following rates: 8th-12th hour @1.5x hour 13th-14th hour @2x hour 15th-16th hour @4x hour			



AIMS Labor Category (At Need Services)*	FACILITY/ SITE	UNIT* Day=8 hrs	GSA RATE* (Incl. IFF)
* These rates are project based for "at need" services and do <i>not</i> apply to a full time employee (FTE)			
Instructional Designer 1	n/a	Hour	64.18
Instructional Designer 2	n/a	Hour	87.10
Interactive Designer	n/a	Hour	110.99
Interactive Developer	n/a	Hour	135.54
Interactive Director	n/a	Hour	174.83
Makeup Artist	n/a	Hour	86.43
Makeup Artist	n/a	½ Day	578.54
Makeup Artist	n/a	Day	864.33
Original Drawings (Storyboards) – Per Frame	n/a	Each	55.01
Photography: Digital Still	n/a	Hour	98.22
Photography: Director of Photography	n/a	Hour	97.48
Photography: Director of Photography	n/a	Day	1,430.33
Photography: Still Camera	n/a	Day	320.91
Producer	n/a	Hour	137.51
Producer: Line	n/a	Day	733.49
Producer/Director	n/a	Day	1,100.24
Producer/Director: Live	n/a	½ Day	921.45
Producer/Director: Live	n/a	Day	1,375.29
Production Assistant	n/a	Hour	34.37
Production Assistant/Grip	n/a	½ Day	275.06
Production Assistant/Grip	n/a	Day	412.59
Project Manager	n/a	Hour	122.77
Project Manager	n/a	Day	982.15
Site Survey	n/a	Hour	110.02
Talent: On Camera	n/a	Hour	324.11
Talent: On Camera	n/a	½ Day	1,535.74
Talent: On Camera	n/a	Day	2,292.16
Talent: Voice Over	n/a	Hour	642.33
Teleprompter Operator - With Equipment	n/a	½ Day	583.58
Teleprompter Operator – With Equipment	n/a	Day	871.02
NOTES: 1. Cancellation fee of 100% will be assessed for less than 24-hour notice. 2. Any hours worked over a standard 8-hour day will be deemed overtime using the following rates: 8th-12th hour @1.5x hour 13th-14th hour @2x hour 15th-16th hour @4x hour			

AIMS Labor Category (At Need Services)*	FACILITY/ SITE	UNIT* Day=8 hrs	GSA RATE* (Incl. IFF)
* These rates are project based for "at need" services and do not apply to a full time employee (FTE)			
Videography: Beta Crew/Equipment Package, 1 Person	n/a	½ Day	1,054.39
Videography: Beta Crew/Equipment Package, 1 Person	n/a	Day	1,279.02
Videography: Beta Crew/Equipment Package, 2 Person	n/a	½ Day	1,370.71
Videography: Beta Crew/Equipment Package, 2 Person	n/a	Day	1,847.48
Videography: Beta Crew/Equipment Package, 3 Person	n/a	Day	2,443.44
Videography: Director of Videography	n/a	Hour	98.22
Videography: HD Crew/Equipment Package, 1 Person	n/a	Day	1,324.87
Videography: HD Crew/Equipment Package, 2 Person	n/a	Day	1,966.67
Videography: Stedcam Operator (w/Equipment)	n/a	Day	2,292.16
Videography: Studio Camera Operator	n/a	½ Day	491.44
Videography: Studio Camera Operator	n/a	Day	733.49
Videography: Video Technician	n/a	Hour	58.93
Videography: Videographer	n/a	Hour	83.49
Videography: Videographer	n/a	½ Day	559.01
Videography: Videographer	n/a	Day	834.35
Web Applications Architect	n/a	Hour	165.03
Web Database Specialist	n/a	Hour	73.66
Web Database Specialist, Senior	n/a	Hour	152.23
Web Designer	n/a	Hour	152.23
Web Developer 1	n/a	Hour	60.90
Web Developer 2	n/a	Hour	89.85
Web Developer 3	n/a	Hour	110.02
Web Developer, Senior	n/a	Hour	125.71
Writer: General	n/a	Hour	91.34
Writer: General	n/a	Day	907.70
Writer: General - Public Relations	n/a	Hour	91.34
Writer: Research (Background/Script Development)	n/a	Hour	131.61
Writer: Script	n/a	Hour	91.34
Writer: Sensitive Writer/Research	n/a	Hour	91.34
NOTES: 1. Cancellation fee of 100% will be assessed for less than 24-hour notice. 2. Any hours worked over a standard 8-hour day will be deemed overtime using the following rates: 8 th -12 th hour @1.5x hour 13 th -14 th hour @2x hour 15 th -16 th hour @4x hour			

AIMS Labor Category (Full Time Employee) *	FACILITY/ SITE	UNIT	GSA RATE* (Incl. IFF)
* These rates are based on the volume of hours for a full time employee (FTE) and do <i>not</i> apply to "at need" services.			
Events Coordinator [FTE]	n/a	Hour	56.26
Graphic Artist [FTE]	n/a	Hour	79.39
Multimedia Specialist [FTE]	n/a	Hour	78.29
Public Affairs/Relations Specialist [FTE]	n/a	Hour	68.63
Public Affairs/Relations Specialist – Senior [FTE]	n/a	Hour	82.16
Strategic Communications Campaign Manager [FTE]	n/a	Hour	126.74
Video Producer [FTE]	n/a	Hour	84.65
Videographer/Editor [FTE]	n/a	Hour	63.25
Web Designer [FTE]	n/a	Hour	61.00
Web Developer – Front End [FTE]	n/a	Hour	86.29

AIMS SUPPORT PRICING OTHER DIRECT COSTS (ODCs) SIN 541-1000	FACILITY/ SITE	UNIT	GSA RATE (Incl. IFF)
Media Stock: DVD or CD for Dubs	n/a	Each	1.58
Media Stock: Tape - Audio Cassette	n/a	Each	5.03
Media Stock: Tape - Beta SP [1/2 Hour]	n/a	Each	38.28
Media Stock: Tape - DV Cam	n/a	Each	40.30
Media Stock: Tape - Mini DV	n/a	Each	20.30
Media Stock: Tape for Dubs - 1 Beta SP & 1 VHS	n/a	Set	70.53
Media Stock: Tape - DV Cam Pro	n/a	Each	61.92
Media Stock: Tape - DV Cam Pro, HD	n/a	Each	198.17
Media Stock: Tape - HD Cam	n/a	Each	74.32
Post Production System: Editing - Media 100	n/a	Hour	87.66
Post Production System: Editing - Media 100	n/a	Day	828.21
Post Production System: Editing - Avid Media Composer	n/a	Hour	98.22
Post Production System: Editing - BE-900, 950 or 2000	n/a	Hour	87.66
Post Production System: Editing - BE-900, 950 or 2000	n/a	Day	828.21
Post Production System: Editing - Beta Machine	n/a	Hour	78.57
Post Production System: Editing - Final Cut	n/a	Hour	73.66
Post Production System: Editing - Premier	n/a	Hour	87.66
Post Production System: Editing - Premier	n/a	Day	828.21
Production: Audio Recording - Voice Over, Studio Time	n/a	Hour	220.99
Production: Equipment - Backdrop	n/a	Day	458.44
Production: Equipment - Backdrop, Green Screen	n/a	Day	458.44
Production: Equipment - Dolly, Pee Wee w/Tracks	n/a	Day	641.81
Production: Equipment - Jib, Easy w/Tripod	n/a	Day	508.09
Production: Equipment - Lighting, Field Light Kit	n/a	Day	229.22
Production: Equipment - Lighting, HMI Light Rental	n/a	Day	229.22
Production: Equipment - Lighting, Kino Flo Car Light Kit	n/a	Day	183.38
Production: Equipment - Lighting, Sun Gun	n/a	Day	103.13
Production: Equipment - Steadicam	n/a	Day	1,295.18
Production: Location - Studio or Location Fee	n/a	Day	1,712.85
Production System: Graphic Design - Motion Graphics/Animation	n/a	Hour	98.22
Production: Videography - Video Camera Package, Beta SP	n/a	Day	701.56
Production: Videography - Video Camera Package, DV	n/a	Day	431.73
Production: Videography - Video Camera Package, DV Cam	n/a	Day	701.56
Production: Videography - Video Camera Package, HD	n/a	Day	1,942.78
Production: Videography - Video Camera Package, HDV	n/a	½ Day	544.28

APPENDIX C - CATMEDIA HR & EEO PRICELIST

EFFECTIVE THROUGH 02.11.2022

HR & EEO LABOR CATEGORY	FACILITY/ SITE	UNIT	GSA RATE (Incl. IFF)
Program Manager	Contractor	Hour	145.20
Program Manager	Customer	Hour	135.96
Project Manager - Technical	Contractor	Hour	119.52
Project Manager - Technical	Customer	Hour	111.91
Project Manager - Administrative	Contractor	Hour	106.00
Project Manager - Administrative	Customer	Hour	99.25
Task Leader	Contractor	Hour	115.46
Task Leader	Customer	Hour	108.11
Project Control Analyst	Contractor	Hour	68.14
Project Control Analyst	Customer	Hour	63.80
Writer/Editor - Associate	Contractor	Hour	32.07
Writer/Editor - Associate	Customer	Hour	30.03
Writer/Editor - Intermediate 1	Contractor	Hour	66.90
Writer/Editor - Intermediate 1	Customer	Hour	62.64
Writer/Editor - Intermediate 2	Contractor	Hour	78.96
Writer/Editor - Intermediate 2	Customer	Hour	73.94
Writer/Editor - Senior 1	Contractor	Hour	90.67
Writer/Editor - Senior 1	Customer	Hour	84.90
Writer/Editor - Senior Certified	Contractor	Hour	104.56
Writer/Editor - Senior Certified	Customer	Hour	97.91
Writer/Editor - Senior 2	Contractor	Hour	115.62
Writer/Editor - Senior 2	Customer	Hour	108.26
Writer/Editor - Senior PhD	Contractor	Hour	133.12
Writer/Editor - Senior PhD	Customer	Hour	124.65
Acquisition/Procurement/Contract Analyst - Associate	Contractor	Hour	33.58
Acquisition/Procurement/Contract Analyst - Associate	Customer	Hour	31.44
Acquisition/Procurement/Contract Analyst - Intermediate 1	Contractor	Hour	60.62
Acquisition/Procurement/Contract Analyst - Intermediate 1	Customer	Hour	56.76
Acquisition/Procurement/Contract Analyst - Intermediate 2	Contractor	Hour	78.64
Acquisition/Procurement/Contract Analyst - Intermediate 2	Customer	Hour	73.64
Acquisition/Procurement/Contract Analyst - Senior 1	Contractor	Hour	84.65
Acquisition/Procurement/Contract Analyst - Senior 1	Customer	Hour	79.27
Acquisition/Procurement/Contract Analyst - Senior Certified	Contractor	Hour	90.67
Acquisition/Procurement/Contract Analyst - Senior Certified	Customer	Hour	84.90
Acquisition/Procurement/Contract Analyst - Senior 2	Contractor	Hour	96.67
Acquisition/Procurement/Contract Analyst - Senior 2	Customer	Hour	90.52
Acquisition/Procurement/Contract Analyst - Senior PhD	Contractor	Hour	108.70
Acquisition/Procurement/Contract Analyst - Senior PhD	Customer	Hour	101.78
Business/Financial/Management Analyst - Associate	Contractor	Hour	32.97
Business/Financial/Management Analyst - Associate	Customer	Hour	30.87
Business/Financial/Management Analyst - Intermediate 1	Contractor	Hour	61.37
Business/Financial/Management Analyst - Intermediate 1	Customer	Hour	57.46



HR & EEO LABOR CATEGORY	FACILITY/ SITE	UNIT	GSA RATE (Incl. IFF)
Business/Financial/Management Analyst - Intermediate 2	Contractor	Hour	68.13
Business/Financial/Management Analyst - Intermediate 2	Customer	Hour	63.80
Business/Financial/Management Analyst - Senior 1	Contractor	Hour	81.65
Business/Financial/Management Analyst - Senior 1	Customer	Hour	76.45
Business/Financial/Management Analyst - Senior Certified	Contractor	Hour	95.18
Business/Financial/Management Analyst - Senior Certified	Customer	Hour	89.12
Business/Financial/Management Analyst - Senior 2	Contractor	Hour	108.70
Business/Financial/Management Analyst - Senior 2	Customer	Hour	101.78
Business/Financial/Management Analyst - Senior PhD	Contractor	Hour	122.22
Business/Financial/Management Analyst - Senior PhD	Customer	Hour	114.44
Administrative Support - 1	Contractor	Hour	33.58
Administrative Support - 1	Customer	Hour	31.44
Administrative Support - 2	Contractor	Hour	38.08
Administrative Support - 2	Customer	Hour	35.65
Administrative Support - 3	Contractor	Hour	47.85
Administrative Support - 3	Customer	Hour	44.80
Administrative Support - 4	Contractor	Hour	54.61
Administrative Support - 4	Customer	Hour	51.14

APPENDIX D - CATMEDIA MOBIS PRICELIST
EFFECTIVE THROUGH 02.11.2022

MOBIS LABOR CATEGORY	FACILITY/ SITE	UNIT	GSA RATE (Incl. IFF)
Instructor Management: Program Director	n/a	Hour	92.44
Instructor Management: Instructor Manager	n/a	Hour	75.96
Instructor Management: Program Coordinator/Visiting Program Director - Onsite	n/a	Hour	187.16
Instructor Management: Instructor - Onsite	n/a	Hour	224.62
Instructor Management: Assistant Professor - Onsite	n/a	Hour	224.62
Instructor Management: Associate Professor - Onsite	n/a	Hour	248.62
Instructor Management: Professor - Onsite	n/a	Hour	274.56
Instructor Management: Special Unique Qualification - Onsite	n/a	Hour	405.56
Program Manager	Contractor	Hour	145.20
Program Manager	Customer	Hour	135.96
Project Manager - Technical	Contractor	Hour	119.52
Project Manager - Technical	Customer	Hour	111.91
Project Manager - Administrative	Contractor	Hour	106.00
Project Manager - Administrative	Customer	Hour	99.25
Task Leader	Contractor	Hour	115.46
Task Leader	Customer	Hour	108.11
Project Control Analyst	Contractor	Hour	68.14
Project Control Analyst	Customer	Hour	63.80
Computer Scientist/Systems Analyst - Associate	Contractor	Hour	54.61
Computer Scientist/Systems Analyst - Associate	Customer	Hour	51.14
Computer Scientist/Systems Analyst - Intermediate 1	Contractor	Hour	61.37
Computer Scientist/Systems Analyst - Intermediate 1	Customer	Hour	57.46
Computer Scientist/Systems Analyst - Intermediate 2	Contractor	Hour	95.18
Computer Scientist/Systems Analyst - Intermediate 2	Customer	Hour	89.12
Computer Scientist/Systems Analyst - Senior 1	Contractor	Hour	113.51
Computer Scientist/Systems Analyst - Senior 1	Customer	Hour	106.28
Computer Scientist/Systems Analyst - Senior Certified	Contractor	Hour	120.71
Computer Scientist/Systems Analyst - Senior Certified	Customer	Hour	113.03
Computer Scientist/Systems Analyst - Senior 2	Contractor	Hour	132.74
Computer Scientist/Systems Analyst - Senior 2	Customer	Hour	124.29
Computer Scientist/Systems Analyst - Senior PhD	Contractor	Hour	138.74
Computer Scientist/Systems Analyst - Senior PhD	Customer	Hour	129.91
IT Analyst - Associate	Contractor	Hour	56.11
IT Analyst - Associate	Customer	Hour	52.54
IT Analyst - Intermediate 1	Contractor	Hour	86.30
IT Analyst - Intermediate 1	Customer	Hour	80.81
IT Analyst - Intermediate 2	Contractor	Hour	96.30
IT Analyst - Intermediate 2	Customer	Hour	90.17
IT Analyst - Senior 1	Contractor	Hour	102.69
IT Analyst - Senior 1	Customer	Hour	96.15
IT Analyst - Senior Certified	Contractor	Hour	109.07



MOBIS LABOR CATEGORY	FACILITY/ SITE	UNIT	GSA RATE (Incl. IFF)
IT Analyst - Senior Certified	Customer	Hour	102.13
IT Analyst - Senior 2	Contractor	Hour	115.46
IT Analyst - Senior 2	Customer	Hour	108.11
IT Analyst - Senior PhD	Contractor	Hour	128.22
IT Analyst - Senior PhD	Customer	Hour	120.07
Technical Writer - Associate	Contractor	Hour	53.11
Technical Writer - Associate	Customer	Hour	49.73
Technical Writer - Intermediate 1	Contractor	Hour	68.14
Technical Writer - Intermediate 1	Customer	Hour	63.80
Technical Writer - Intermediate 2	Contractor	Hour	82.28
Technical Writer - Intermediate 2	Customer	Hour	77.05
Technical Writer - Senior 1	Contractor	Hour	95.15
Technical Writer - Senior 1	Customer	Hour	89.09
Technical Writer - Senior Certified	Contractor	Hour	108.42
Technical Writer - Senior Certified	Customer	Hour	101.53
Technical Writer - Senior 2	Contractor	Hour	121.90
Technical Writer - Senior 2	Customer	Hour	114.15
Technical Writer - Senior PhD	Contractor	Hour	139.07
Technical Writer - Senior PhD	Customer	Hour	130.21
Writer/Editor - Associate	Contractor	Hour	32.07
Writer/Editor - Associate	Customer	Hour	30.03
Writer/Editor - Intermediate 1	Contractor	Hour	66.90
Writer/Editor - Intermediate 1	Customer	Hour	62.64
Writer/Editor - Intermediate 2	Contractor	Hour	78.96
Writer/Editor - Intermediate 2	Customer	Hour	73.94
Writer/Editor - Senior 1	Contractor	Hour	90.67
Writer/Editor - Senior 1	Customer	Hour	84.90
Writer/Editor - Senior Certified	Contractor	Hour	104.56
Writer/Editor - Senior Certified	Customer	Hour	97.91
Writer/Editor - Senior 2	Contractor	Hour	115.62
Writer/Editor - Senior 2	Customer	Hour	108.26
Writer/Editor - Senior PhD	Contractor	Hour	133.12
Writer/Editor - Senior PhD	Customer	Hour	124.65
Acquisition/Procurement/Contract Analyst - Associate	Contractor	Hour	33.58
Acquisition/Procurement/Contract Analyst - Associate	Customer	Hour	31.44
Acquisition/Procurement/Contract Analyst - Intermediate 1	Contractor	Hour	60.62
Acquisition/Procurement/Contract Analyst - Intermediate 1	Customer	Hour	56.76
Acquisition/Procurement/Contract Analyst - Intermediate 2	Contractor	Hour	78.64
Acquisition/Procurement/Contract Analyst - Intermediate 2	Customer	Hour	73.64
Acquisition/Procurement/Contract Analyst - Senior 1	Contractor	Hour	84.65
Acquisition/Procurement/Contract Analyst - Senior 1	Customer	Hour	79.27
Acquisition/Procurement/Contract Analyst - Senior Certified	Contractor	Hour	90.67
Acquisition/Procurement/Contract Analyst - Senior Certified	Customer	Hour	84.90
Acquisition/Procurement/Contract Analyst - Senior 2	Contractor	Hour	96.67
Acquisition/Procurement/Contract Analyst - Senior 2	Customer	Hour	90.52
Acquisition/Procurement/Contract Analyst - Senior PhD	Contractor	Hour	108.70

MOBIS LABOR CATEGORY	FACILITY/ SITE	UNIT	GSA RATE (Incl. IFF)
Acquisition/Procurement/Contract Analyst - Senior PhD	Customer	Hour	101.78
Business/Financial/Management Analyst - Associate	Contractor	Hour	32.97
Business/Financial/Management Analyst - Associate	Customer	Hour	30.87
Business/Financial/Management Analyst - Intermediate 1	Contractor	Hour	61.37
Business/Financial/Management Analyst - Intermediate 1	Customer	Hour	57.46
Business/Financial/Management Analyst - Intermediate 2	Contractor	Hour	68.13
Business/Financial/Management Analyst - Intermediate 2	Customer	Hour	63.80
Business/Financial/Management Analyst - Senior 1	Contractor	Hour	81.65
Business/Financial/Management Analyst - Senior 1	Customer	Hour	76.45
Business/Financial/Management Analyst - Senior Certified	Contractor	Hour	95.18
Business/Financial/Management Analyst - Senior Certified	Customer	Hour	89.12
Business/Financial/Management Analyst - Senior 2	Contractor	Hour	108.70
Business/Financial/Management Analyst - Senior 2	Customer	Hour	101.78
Business/Financial/Management Analyst - Senior PhD	Contractor	Hour	122.22
Business/Financial/Management Analyst - Senior PhD	Customer	Hour	114.44
Trainer/Training Material Specialist - Associate	Contractor	Hour	36.59
Trainer/Training Material Specialist - Associate	Customer	Hour	34.26
Trainer/Training Material Specialist - Intermediate 1	Contractor	Hour	68.14
Trainer/Training Material Specialist - Intermediate 1	Customer	Hour	63.80
Trainer/Training Material Specialist - Intermediate 2	Contractor	Hour	87.07
Trainer/Training Material Specialist - Intermediate 2	Customer	Hour	81.53
Trainer/Training Material Specialist - Senior 1	Contractor	Hour	100.27
Trainer/Training Material Specialist - Senior 1	Customer	Hour	93.89
Trainer/Training Material Specialist - Senior Certified	Contractor	Hour	114.70
Trainer/Training Material Specialist - Senior Certified	Customer	Hour	107.40
Trainer/Training Material Specialist - Senior 2	Contractor	Hour	127.99
Trainer/Training Material Specialist - Senior 2	Customer	Hour	119.84
Trainer/Training Material Specialist - Senior PhD	Contractor	Hour	147.51
Trainer/Training Material Specialist - Senior PhD	Customer	Hour	138.12
Administrative Support - 1	Contractor	Hour	33.58
Administrative Support - 1	Customer	Hour	31.44
Administrative Support - 2	Contractor	Hour	38.08
Administrative Support - 2	Customer	Hour	35.65
Administrative Support - 3	Contractor	Hour	47.85
Administrative Support - 3	Customer	Hour	44.80
Administrative Support - 4	Contractor	Hour	54.61
Administrative Support - 4	Customer	Hour	51.14

MOBIS TRAINING COURSES	FACILITY/ SITE	UNIT	GSA RATE (Incl. IFF)
Maximizing Employee Engagement	Customer	Each	223.98
<p>This training helps educate and provide managers and leaders with knowledge and strategies to successfully support employee engagement. Employee Engagement is consistently shown to be an objective that is a critical enabler of organizational success, financial performance, and positive human capital management. The workshop promotes timely and targeted implementation of engagement strategies back on the job.</p> <p>Duration: 1 Day Minimum/Maximum Participants: 8/12</p>			
Performance Feedback and Coaching	Customer	Each	312.77
<p>This workshop provides participants with a model and tools for supporting employees based on their specific needs. It also provides participants with communication skills and develops their ability to foster self-reliance in those they supervise.</p> <p>Duration: 1 Day Minimum/Maximum Participants: 8/12</p>			
Presentation Skills	Customer	Each	540.76
<p>This workshop helps participants successfully deliver formal or informal presentations through developing cogent and relevant messaging in a confident and effective manner to represent themselves as well as their organization. Participants will learn how to construct concise and factual messages as well as express his/her messages in an easy to understand and highly logical manner. In addition, participants will develop their understanding of the impact of facial expressions and body language.</p> <p>Duration: 1 Day Minimum/Maximum Participants: 12/12</p>			
Team Facilitation Tools	Customer	Each	314.66
<p>This training helps participants develop skills that are fundamental for effective team participation. Particular emphasis is paid on the tools used for decision-making and problem solving. By the end of the workshop, participants will acquire an understanding of basic team norms and how to develop them as well as learn methods for improving effectiveness of team meetings.</p> <p>Duration: 2 Days Minimum/Maximum Participants: 8/12</p>			

MOBIS TRAINING MATERIALS	FACILITY/ SITE	UNIT	GSA RATE (Incl. IFF)
Clifton StrengthsFinder®	Customer	Each	60.45
The Clifton StrengthsFinder® assessment is a first step to help people identify their talents. The results of this instrument give people a way to discuss and develop their unique combination of skills, talents, and knowledge—also known as strengths.			
CDP-I Conflict Dynamics Profile - Individual	Customer	Each	40.30
The Conflict Dynamics Profile, an assessment instrument dealing with conflict behaviors in the workplace, provides a powerful way to improve self-awareness of what triggers conflict in individuals as well as how they respond to conflict. The CDP-Individual (CDP-I) provides practical solutions for promoting more effective conflict resolution. Based on these triggers and responses, the Conflict Dynamics Profile then provides practical approaches for improving behaviors that promote more effective workplace conflict resolution.			
DiSC DiSC Classic 2.0®	Customer	Each	50.38
<p>DiSC is a personal assessment tool used to improve work productivity, teamwork and communication. It is non-judgmental and helps people discuss their behavioral differences. Participants complete a series of questions that produce a detailed report about individual personality and behavior. The behaviors assessed fall into four measurable traits: Dominance, Influence, Steadiness and Conscientiousness (DiSC).</p> <p>This model provides a common language that people can use to better understand themselves and to adapt their behaviors with others—within a work team, a sales relationship, a leadership position, or other relationships. The assessment will provide increased awareness of how an individual responds to conflict, what motivates him/her, what causes stress, & how he/she solves problems—resulting in being a more self-knowledgeable, well-rounded & effective leader.</p>			
DiSC® Everything DiSC®	Customer	Each	115.87
<p>The Everything DiSC® was created to make the DiSC assessment even more valuable to its users. It includes more highly personalized reports, customizable facilitation tools and electronic access to unlimited follow-up reports.</p> <p>The most visible change is to the reports: they no longer show a graph, but instead show a person's tendencies within a circle. Information is presented much more visibly, intuitively and memorably this way. This representation allows participants to quickly understand relationships in the DiSC model and recognize patterns within group dynamics. Participants find the reports more personal and relevant. The circle model reports used in Everything DiSC profiles are based on around 80 items (depending on respondent's answers) instead of the 28 used by DiSC Classic. The circle model is measured on eight scales compared to the four of the graph model. This makes for a more precise assessment.</p>			

MOBIS TRAINING MATERIALS	FACILITY/ SITE	UNIT	GSA RATE (Incl. IFF)
FIRO-B® The Fundamental Interpersonal Relations Orientation-Behavior™	Customer	Each	35.26
<p>The FIRO-B® tool provides in-depth descriptions of how people behave, how they affect and are affected by others, and how they can be more effective. The 54-item FIRO-B assessment measures interpersonal needs grouped into three categories: Inclusion, Control, and Affection. It helps individuals understand their interpersonal needs and how those needs influence their communication, problem-solving, and decision-making styles as well as other aspects of their behavior.</p> <p>The assessment is a valuable tool for increasing organizational performance, revealing how interpersonal needs drive people's behavior and can shape people's ability to build trust, influence others, and create productive relationships. Since team performance is central to organizational effectiveness, the FIRO-B assessment is frequently used to facilitate the formation of teams, as well as to help groups become more effective by addressing any problematic interpersonal dynamics. And, by identifying leadership style, the tool provides insight into how managers can become more effective by helping meet the interpersonal needs of members of their team or group.</p>			
HDS Hogan Development Survey	Customer	Each	176.32
<p>The Hogan Development Survey (HDS) describes the dark side of personality – qualities that emerge in times of increased strain and can disrupt relationships, damage reputations, and derail peoples' chances of success. By assessing dark-side personality, you can recognize and mitigate performance risks before they become a problem.</p> <p>Eleven primary scales are assessed: excitable, skeptical, cautious, reserved, leisurely, bold, mischievous, colorful, imaginative, diligent, and dutiful.</p>			
LPI® Leadership Practices Inventory®	Customer	Each	120.91
<p>The Leadership Practices Inventory® (LPI®), a 360-degree assessment tool by Jim Kouzes and Barry Posner, helps people take their first steps toward their personal leadership best. Based on The Five Practices of Exemplary Leadership® model, the 360-degree assessments illuminates both the effectiveness of leaders and the level of commitment, engagement, and satisfaction of those that follow.</p> <p>The LPI supports the important work of developing, nurturing, and empowering emerging leaders.</p>			

MOBIS TRAINING MATERIALS	FACILITY/ SITE	UNIT	GSA RATE (Incl. IFF)
MBTI® Myers Briggs Type Indicator®	Customer	Each	35.26
<p>The purpose of the Myers-Briggs Type Indicator® (MBTI®) personality inventory is to make the theory of psychological types described by C. G. Jung understandable and useful in people's lives. The essence of the theory is that much seemingly random variation in the behavior is actually quite orderly and consistent, being due to basic differences in the ways individuals prefer to use their perception and judgment.</p> <p>The current standard form of the MBTI® assessment and is scored for four-letter type and the preference clarity indexes. Participants will learn their 4 basic natural preferences in Extravert(E)/Introvert(I), Sensing(S)/Intuition(N), Thinking(T)/Feeling(F), and Judging(J)/Perceiving(P). These preferences determine an individual's personality type expressed as a code with four letters—of which there are 16 distinctive personality types.</p>			
MBTI® Step II Myers Briggs Type Indicator® - Step II™	Customer	Each	50.38
<p>The MBTI® Step II™ personality inventory results in a four-page Step II Profile and/or an eighteen-page Step II Interpretive Report. The details of Step II results show respondents their preferences further detailed into five components, called facets. The results come from responses on Form Q of the MBTI assessment. The Step II report breaks down each preference into facets, which allow deeper analysis of type.</p> <p>Step II results help define the differences with the 16 types and also provide assistance to people who are having trouble identifying their best-fit type.</p> <p>When the Step II™ instrument is given alone, it provides results for a person's four-letter type but also includes the more detailed information on the facets. It can be administered to people who already know their four-letter type who have the desire (or opportunity) to explore their type in more depth...providing respondents with either a four-page profile or an eighteen-page interpretive report.</p>			
TKI® Thomas Kilmann Conflict Mode Instrument	Customer	Each	30.23
<p>The Thomas-Kilmann Conflict Mode Instrument (TKI®) tool is the world's best-selling tool for helping people understand how different conflict-handling styles affect interpersonal and group dynamics—and for empowering them to choose the appropriate style for any situation.</p> <p>The TKI tool assesses an individual's typical behavior in conflict situations and describes it along two dimensions: assertiveness and cooperativeness. It provides detailed information about how that individual can effectively use five different conflict-handling modes, or styles.</p> <ul style="list-style-type: none"> • TKI has rock-solid reliability and validity, with built-in control for social desirability. • TKI demonstrates that different behaviors are neither good nor bad but simply different ways of dealing with conflict. • TKI can be used with the MBTI® assessment for deeper insights into personality and conflict management. 			

ANCILLARY SUPPLIES AND/OR SERVICES	FACILITY/ SITE	UNIT	GSA RATE (Incl. IFF)
CATMEDIA BAM-MAIL™	n/a	Each	12,090.68

CATMEDIA's BAM-Mail™, or "browseable attached media," is an interactive PDF presentation in rich text format. BAM-Mail™ is delivered through an email attachment and is accessible across operating systems that use Adobe Reader (version 9.0 and later). With BAM-Mail™, stakeholders can view documents, pictures and high-definition videos within an interactive 3D carousel layout by opening the attachment sent to them via email.

With our services, CATMEDIA will customize this tool for any program or organization and its audience(s). We also have added a "feedback feature"—either anonymous or identified. This feature allows us to provide direct feedback—from individuals to your program office—that identifies trends in issues & action items, when then provide opportunities for continuous improvements. Our clients realize a valuable return on investment through direct personal communication with stakeholders and feedback providing areas of program/process improvements.

This tool can combine up to seven features: video, rich documents, forms, either anonymous or identified feedback, content mastery via quiz, certificate of completion, and read-through receipt.

Client testimonials for CATMEDIA BAM-Mail™ and a white paper are available upon request.

CATMEDIA BAM-Mail™ Package — 1 Edition

Includes:

- ***Up to 2 minutes of video content, and***
- ***Choice of up to 5 features***

ANCILLARY SUPPLIES AND/OR SERVICES	FACILITY/ SITE	UNIT	GSA RATE (Incl. IFF)
CATMEDIA VORGAR™	n/a	Each	80,604.53

CATMEDIA's VORGAR™, or "Visual Organization Architecture" system, is a patent-pending software technology developed by CATMEDIA. The result is a web application (and/or DVD-ROM, with more limited features) eLearning tool that is a unique systematic learning system with associated processes and method steps.

Benefits to the client include:

- Custom graphics and concept supporting their branding
- Logical subject matter layout based on instructional design principles
- Online eLearning tool specifically geared to their stakeholders
- Interactivity engages the user—resulting in greater assimilation and learning retention
- Ease of access across all platforms

Please request a demo of this unique visual delivery system from our sales department.

CATMEDIA VORGAR™ Interactive Knowledge Management System — Package

Includes:

- ***A maximum of 1 hour of content, and***
- ***Restricted to Video and 2D Animations***



APPENDICES H THROUGH L

CATMEDIA LABOR CATEGORIES

THE FOLLOWING APPENDICES DEFINE CATMEDIA’S LABOR CATEGORIES IN OUR PRICELIST

Appendix H	CATMEDIA Equivalency Policy	p. 26
Appendix I	FABS Labor Categories.....	p. 27-34
Appendix J	AIMS Labor Categories.....	p. 35-47
Appendix K	HR & EEO Labor Categories	p. 48-56
Appendix L	MOBIS Labor Categories.....	p. 57-73



CATMEDIA EQUIVALENCY POLICY | EDUCATION & EXPERIENCE EQUIVALENCIES*

For each labor role that CATMEDIA offers under GSA PSS, our Labor Category Descriptions include:

- Functional responsibilities for the role
- Minimum education and experience required
- Any specific training and/or certification requirements for specialized roles

These definitions are a guide for the types of experience and educational background found in personnel for each labor category, based on duties normally performed by a skilled person assigned to that role.

CATMEDIA also recognizes that successful performance depends on having the right skills and experience. Skills and experience come from a mix of education and professional experience. While traditional education and experience can be the perfect mix for a candidate, CATMEDIA also recognizes that business today—with changes in technology and skills needed—may not always be supported by the traditional combination. So, CATMEDIA offers our equivalencies below and may substitute experience and education in order to provide the quality of services needed by our clients.

Education and experience may be substituted for each other. While we list minimum requirements for labor categories, we also follow CATMEDIA's policy regarding equivalencies to formal education and earned degrees.

Per our stated guidelines and our equivalency policy, personnel placed in a specific labor category remains at the sole discretion of CATMEDIA.

EDUCATION AND EXPERIENCE EQUIVALENCIES

Each year of experience may be substituted for 1 year of education, and vice versa.

In addition, certifications, professional licenses, and vocational technical training may be substituted for experience and education.

DEGREE	EXPERIENCE EQUIVALENCE	OTHER EQUIVALENCE
Associate	1 year relevant experience	Vocational or technical training in work-related fields
Bachelor	Associate + 2 years relevant experience or 4 Years relevant experience	Professional Certification
Master	Bachelor + 2 years relevant experience or Associate + 4 years relevant experience	Professional License
Doctorate	Master + 2 years relevant experience or Bachelor + 4 years relevant experience	

* Multiple degrees at the same level are equivalent to two years of additional experience. In addition, specialized situations may be considered on a case-by-case basis.

NOTE: PLEASE ALSO REFER TO CATMEDIA'S EQUIVALENCY POLICY ON PAGE 26

FINANCIAL AND BUSINESS SOLUTIONS (FABS) | CATMEDIA LABOR CATEGORY DESCRIPTIONS

For each labor role that CATMEDIA offers under GSA PSS, our Labor Category Descriptions include:

- Functional responsibilities for the role
- Minimum education and experience required
- Any specific training and/or certification requirements for specialized roles

These requirements are a guide for the types of experience and educational background found in personnel for each labor category, based on duties normally performed by a skilled person assigned to that role.

While we list minimum requirements for labor categories, we also follow CATMEDIA's policy regarding equivalencies to formal education and earned degrees.

Per our stated guidelines and our equivalency policy, personnel placed in a specific labor category remains at the sole discretion of CATMEDIA.

ACCOUNTING SERVICES | FABS LABOR CATEGORIES

Accounting Services provided under these SINS include: transaction analysis, transaction processing, data analysis and summarization, technical assistance in devising new or revised accounting policies and procedures, classifying accounting transactions, special studies to improve accounting operations.

MANAGEMENT SERIES

Our management series of talent focuses on program and project management functions. The Program Manager is the most senior and has responsibility for more than one project or has responsibility for a very large project. Technical Project Managers may be the most widely used. The Administrative Project Manager covers contracts and situations that require no technical leadership but provides status and progress reporting while providing an administrative connection between our onsite staff and our headquarters.

Program Manager

Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Has authority and responsibility to identify and commit resources required to support effort. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. Designs and enforces quality control programs.

Education/Experience Required

Bachelors + 15 relevant years

Available in SINS

520 11, 520 21

Project Manager - Technical

Ten years of accounting or financial experience, including 5 years of increasing responsibilities in assignment supervision and management.
Additional experience in the direct supervision of cost estimating, procurement strategic planning and execution, or business management
Under the guidance of the Program Manager, is responsible for the overall management of the specific task order(s) and ensuring that the technical/financial solutions and schedules in the specific



NOTE: PLEASE ALSO REFER TO CATMEDIA'S EQUIVALENCY POLICY ON PAGE 26

ACCOUNTING SERVICES | FABS LABOR CATEGORIES

delivery orders are associated with assigned delivery order projects. Demonstrates competent writing and oral communication skills. Ensures quality products and services are delivered within deadlines.

Education/Experience Required

Bachelors + 10 relevant years

Available in SINs

520 11, 520 21

Project Manager - Administrative

Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Has authority and responsibility to identify and commit resources required to support effort. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. Designs and enforces quality control programs.

Education/Experience Required

Bachelors + 10 relevant years

Available in SINs

520 11, 520 21

Task Leader

Performs day-to-day management of contract programs/projects. Supervises program/project operation by developing management procedures and controls, planning and directing project execution, and monitoring and reporting progress. Manages human and project resources, as well as financial and administrative aspects of the program/project, with respect to contract requirements.

Education/Experience Required

Bachelors + 5 relevant years

Available in SINs

520 11, 520 21

Project Control Analyst

Performs day-to-day management of individual contract task orders. Organizes, directs, and coordinates planning and production of all task order support activities. Demonstrates written and oral communication skills. Works, as necessary, with corporate management to direct effective contract support activities.

Education/Experience Required

Bachelors + 2 relevant years

Available in SINs

520 11, 520 21

WRITER/EDITOR SERIES

This labor category series covers non-technical writing support.

The writer may prepare documents for business and/or training purposes. The editor is focused on the same areas as the writer and can be applied in each area. This category includes the creation of content for web pages.

Writer/Editor - Associate

Performs entry-level writing/editing for business operations. Copy is used for internal & external processes, policies, procedures, print materials, or web pages.

Education/Experience Required

Bachelors + 1 relevant year

Available in SINs

520 11, 520 21



NOTE: PLEASE ALSO REFER TO CATMEDIA'S EQUIVALENCY POLICY ON PAGE 26

ACCOUNTING SERVICES | FABS LABOR CATEGORIES

Writer/Editor – Intermediate 1

Performs mid-level writing/editing for business operations. Copy is used for internal & external processes, policies, procedures, print materials, or web pages.

Education/Experience Required

Bachelors + 3 relevant years

Available in SINS

520 11, 520 21

Writer/Editor – Intermediate 2

Performs mid-level writing/editing for business operations. Copy is used for internal & external processes, policies, procedures, print materials, or web pages that are increased in complexity.

Education/Experience Required

Bachelors + 5 relevant years

Available in SINS

520 11, 520 21

Writer/Editor – Senior 1

Performs senior-level writing/editing for business operations. Copy is used for internal & external processes, policies, procedures, print materials, or web pages that may be highly complex.

Education/Experience Required

Bachelors + 8 relevant years

Available in SINS

520 11, 520 21

Writer/Editor – Senior Certified

Performs senior-level writing/editing for business operations. Copy is used for internal & external processes, policies, procedures, print materials, or web pages that may be highly complex. Certification in specialized skillsets for writing/editing.

Education/Experience Required

Bachelors + Certification + 10 relevant years

Available in SINS

520 11, 520 21

Writer/Editor – Senior 2

Performs senior-level writing/editing for business operations. Copy is used for internal & external processes, policies, procedures, print materials, or web pages that may be highly complex. May provide supervisory management of writing/editing team.

Education/Experience Required

Bachelors + 15 relevant years

Available in SINS

520 11, 520 21

Writer/Editor – Senior PhD

Performs senior-level writing/editing for business operations. Copy is used for internal & external processes, policies, procedures, print materials, or web pages that may be highly complex. May provide supervisory management of writing/editing team as well as project management for business operations documents.

Education/Experience Required

Doctorate + 10 relevant years

Available in SINS

520 11, 520 21

NOTE: PLEASE ALSO REFER TO CATMEDIA'S EQUIVALENCY POLICY ON PAGE 26

ACCOUNTING SERVICES | FABS LABOR CATEGORIES

ACQUISITION/PROCUREMENT/CONTRACT/ANALYST SERIES

Our acquisition/procurement/contract/analyst series of labor categories provides expertise ranging from senior level certified acquisition experts advising the implementation and management of major acquisitions, to more administrative processing of routine contractual actions. Expertise may also draw from related fields of knowledge in the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

Acquisition/Procurement/Contract Analyst - Associate

Provides basic, entry-level project support. Tasks may include, but are not limited to: development and management of spreadsheets, development of briefings and information papers, data collection assistance, and quality assurance on financial documents.
Conducts research and analysis as directed by project/program leadership.

Education/Experience Required

Bachelors + 1 relevant year

Available in SINS

520 11, 520 21

Acquisition/Procurement/Contract Analyst – Intermediate 1

Provides project support at an increased level of complexity. Tasks may include, but are not limited to: development and management of spreadsheets, development of briefings and information papers, data collection assistance, and quality assurance on financial documents.
Conducts research and analysis as directed by project/program leadership.

Education/Experience Required

Bachelors + 3 relevant years

Available in SINS

520 11, 520 21

Acquisition/Procurement/Contract Analyst – Intermediate 2

Provides project support at an increased level of complexity. Tasks may include, but are not limited to: development and management of spreadsheets, development of briefings and information papers, data collection assistance, and quality assurance on financial documents.
Conducts research and analysis as directed by project/program leadership.

Education/Experience Required

Bachelors + 5 relevant years

Available in SINS

520 11, 520 21

Acquisition/Procurement/Contract Analyst – Senior 1

Provides senior-level project support. Tasks may include, but are not limited to: development and management of spreadsheets, development of briefings and information papers, data collection assistance, and quality assurance on financial documents.
May supervise, delegate and/or direct research and analysis required by program/project.

Education/Experience Required

Bachelors + 8 relevant years

Available in SINS

520 11, 520 21

NOTE: PLEASE ALSO REFER TO CATMEDIA'S EQUIVALENCY POLICY ON PAGE 26

ACCOUNTING SERVICES | FABS LABOR CATEGORIES

Acquisition/Procurement/Contract Analyst – Senior Certified

Provides senior-level project support. Tasks may include, but are not limited to: development and management of spreadsheets, development of briefings and information papers, data collection assistance, and quality assurance on financial documents.
May supervise, delegate and/or direct research and analysis required by program/project.
Certification in specialized support skills.

Education/Experience Required

Available in SINS

Bachelors + Certification + 10 relevant years

520 11, 520 21

Acquisition/Procurement/Contract Analyst – Senior 2

Provides senior-level project support. Tasks may include, but are not limited to: development and management of spreadsheets, development of briefings and information papers, data collection assistance, and quality assurance on financial documents.
Supervises, delegates and/or directs research and analysis required by program/project. May act as project lead or deputy program lead.

Education/Experience Required

Available in SINS

Bachelors + 15 relevant years

520 11, 520 21

Acquisition/Procurement/Contract Analyst – Senior PhD

Provides senior-level project support for multi-faceted, complex programs/projects. Tasks may include, but are not limited to: development and management of spreadsheets, development of briefings and information papers, data collection assistance, and quality assurance on financial documents.
Supervises, delegates and/or directs research and analysis required by program/project. Role may be project/program lead.

Education/Experience Required

Available in SINS

Doctorate + 10 relevant years

520 11, 520 21

BUSINESS/FINANCIAL MANAGEMENT ANALYST SERIES

Our business/financial/management/analyst series of labor categories is focused on the coordination, accounting, planning and administration functions. The management analyst provides business management functions such as budgeting, financial analysis and planning and control or funding and allocation of funding. These functions include business process analysis to describe and create defined business and operations controls and processes.

Undergraduate level and up degrees (or supplementation by at least 24 semester hours) would be in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

NOTE: PLEASE ALSO REFER TO CATMEDIA'S EQUIVALENCY POLICY ON PAGE 26

ACCOUNTING SERVICES | FABS LABOR CATEGORIES

Business/Financial/Management Analyst - Associate

Serves as an entry-level member of group of analysts who collaborate to systematically integrate business, cost accounting, and financial reporting with management processes to ensure the efficient stewardship of public funds. In the performance task work, applies an understanding of accounting practices and principles when conducts data gathering, analysis, and reconciliation. Provides support to process improvement analysis assessments. Cognizant of interrelationships between financial management requirements and automated solutions, considering the current system environment and the potential integration of added systems concurrently or later. May be familiar with activity based costing, business case analysis and outsourcing requirements.

Education/Experience Required

Bachelors + 1 relevant year

Available in SINS

520 11, 520 21

Business/Financial/Management Analyst – Intermediate 1

Experience in Accounting/Financial Management in a Federal government environment with a demonstrated ability in areas such as Cost and Financial Accounting Techniques, Accounting Operations, and Business Management. Possess thorough knowledge of Federal financial and accounting policies and system requirements.

Serves as a team member, helping to ensure that a group of analysts are working in concert to systematically integrate accounting processes.

Education/Experience Required

Bachelors + 3 relevant years

Available in SINS

520 11, 520 21

Business/Financial/Management Analyst – Intermediate 2

Experience in Accounting/Financial Management in a Federal government environment with a demonstrated ability in areas such as Cost and Financial Accounting Techniques, Accounting Operations, and Business Management. Possess thorough knowledge of Federal financial and accounting policies and system requirements.

Serves as a team member, helping to ensure that a group of analysts are working in concert to systematically integrate accounting processes.

Education/Experience Required

Bachelors + 5 relevant years

Available in SINS

520 11, 520 21

NOTE: PLEASE ALSO REFER TO CATMEDIA'S EQUIVALENCY POLICY ON PAGE 26

ACCOUNTING SERVICES | FABS LABOR CATEGORIES

Business/Financial/Management Analyst – Senior 1

Experience in Accounting/Financial Management in a Federal government environment with a demonstrated ability in areas such as Cost and Financial Accounting Techniques, Accounting Operations, and Business Management. Possess thorough knowledge of Federal financial and accounting policies and system requirements.

Serves as a team member, helping to ensure that a group of analysts are working in concert to systematically integrate accounting processes.

Experience of 8 years in accounting and financial management, including at least 5 years of increasing responsibilities as team leader or first level supervisor. Experience in operational accounting or auditing with demonstrated ability to supervise or lead a team of accounting analysts.

Education/Experience Required

Available in SINS

Bachelors + 8 relevant years

520 11, 520 21

Business/Financial/Management Analyst – Senior Certified

Experience in Accounting/Financial Management in a Federal government environment with a demonstrated ability in areas such as Cost and Financial Accounting Techniques, Accounting Operations, and Business Management. Possess thorough knowledge of Federal financial and accounting policies and system requirements.

Leadership/supervisory experience and management of accounting systems/processes.

Education/Experience Required

Available in SINS

Bachelors + Certification + 10 relevant years

520 11, 520 21

Business/Financial/Management Analyst – Senior 2

Experience in Accounting/Financial Management in a Federal government environment with a demonstrated ability in areas such as Cost and Financial Accounting Techniques, Accounting Operations, and Business Management. Possess thorough knowledge of Federal financial and accounting policies and system requirements.

Senior leadership/supervisory experience and management of accounting systems/processes.

Education/Experience Required

Available in SINS

Bachelors + 15 relevant years

520 11, 520 21

Business/Financial/Management Analyst – Senior PhD

Experience in Accounting/Financial Management in a Federal government environment with a demonstrated ability in areas such as Cost and Financial Accounting Techniques, Accounting Operations, and Business Management. Possess thorough knowledge of Federal financial and accounting policies and system requirements.

Senior leadership/supervisory experience and management of accounting systems/processes/departments/programs.

Education/Experience Required

Available in SINS

Doctorate + 10 relevant years

520 11, 520 21



NOTE: PLEASE ALSO REFER TO CATMEDIA'S EQUIVALENCY POLICY ON PAGE 26

ACCOUNTING SERVICES | FABS LABOR CATEGORIES

ADMINISTRATIVE SUPPORT SERIES

The administrative support series of labor includes office-oriented tasks such as clerical work and/or coordination, in an administrative role. Work performed includes, but is not limited to: phone answering, visitor reception, desk staffing, copying data entry, regular cyclical report generation, distribution, and pre-defined task execution.

Administrative Support 1

Entry-level clerical/administrative functional role. Work performed includes, but is not limited to: phone answering, visitor reception, desk staffing, copying data entry, regular cyclical report generation, distribution, and pre-defined task execution.

Education/Experience Required

HS + 1 relevant year

Available in SINS

520 11, 520 21

Administrative Support 2

Performs clerical/administrative functions. Work performed includes, but is not limited to: phone answering, visitor reception, desk staffing, copying data entry, regular cyclical report generation, distribution, and pre-defined task execution in greater degrees of complexity and support.

Education/Experience Required

HS + 3 relevant years

Available in SINS

520 11, 520 21

Administrative Support 3

Performs clerical/administrative functions. Work performed includes, but is not limited to: phone answering, visitor reception, desk staffing, copying data entry, regular cyclical report generation, distribution, and pre-defined task execution, with high degree of complexity and support skills needed.

May also correlate to technical support roles, with similar levels of education/experience.

Education/Experience Required

HS + 6 relevant years

Available in SINS

520 11, 520 21

Administrative Support 4

Performs clerical/administrative functions. Work performed includes, but is not limited to: phone answering, visitor reception, desk staffing, copying data entry, regular cyclical report generation, distribution, and pre-defined task execution, with highest degree of complexity and support skills needed.

May correlate to an office manager position.

May also correlate to technical support roles, with similar levels of education/experience.

Education/Experience Required

HS + 10 relevant years

Available in SINS

520 11, 520 21

While we list minimum requirements for labor categories, we also follow CATMEDIA policy regarding equivalencies to formal education and earned degrees.

Per our stated guidelines and our equivalency policy, personnel placed in a specific labor category remains at the sole discretion of CATMEDIA.



NOTE: PLEASE ALSO REFER TO CATMEDIA'S EQUIVALENCY POLICY ON PAGE 26

ADVERTISING AND INTEGRATED MARKETING SERVICES (AIMS) | CATMEDIA LABOR CATEGORY DESCRIPTIONS

For each labor role that CATMEDIA offers under GSA PSS, our Labor Category Descriptions include:

- Functional responsibilities for the role
- Minimum education and experience required
- Any specific training and/or certification requirements for specialized roles

These requirements are a guide for the types of experience and educational background found in personnel for each labor category, based on duties normally performed by a skilled person assigned to that role.

While we list minimum requirements for labor categories, we also follow CATMEDIA's policy regarding equivalencies to formal education and earned degrees.

Per our stated guidelines and our equivalency policy, personnel placed in a specific labor category remains at the sole discretion of CATMEDIA.

AIMS SERVICES | LABOR CATEGORIES [AT NEED/PROJECT BASED]

NOTE: "At Need/Project Based" labor categories refer to labor that is billed hourly, half day, and full day for projects. (These are not the same as Full Time Employee (FTE) rates.)

If you need staff augmentation or temporary full-time employees, please see CATMEDIA's AIMS Services FTE labor categories and rates.

Administrative Assistant

Performs a variety of administrative functions including answering phones, filing, composing letters, maintaining calendar and contacts, general office organization and assists in the research and creation of presentations and/or proposals. May be responsible for managing contracts, human resources and special projects as needed. Supports upper management and performs tasks as requested.

Education/Experience Required

Associates + 2 relevant years

Available in SINS

541 5 [All AIMS inclusive]

Audio Technician: Field

Responsible for the setup, use, and maintenance of highly specialized audio recording equipment. May also be responsible for some postproduction audio editing. Should stay up to date with audio technology and standard concepts, practices, and procedures within the field of audio technology. Field audio technicians are required to work on location.

Education/Experience Required

Associates + 2 relevant years

Available in SINS

541 5 [All AIMS inclusive]

Audio Technician

Responsible for the setup, use, and maintenance of highly specialized studio audio recording equipment. Also responsible for some postproduction audio editing. Keeps current with audio technology and standard concepts, practices, and procedures within the field of audio technology. Audio technicians work in studio; however, may also serve in Field Audio Technician role.

Education/Experience Required

Bachelors + 2 relevant years

Available in SINS

541 5 [All AIMS inclusive]



NOTE: PLEASE ALSO REFER TO CATMEDIA'S EQUIVALENCY POLICY ON PAGE 26

AIMS SERVICES | LABOR CATEGORIES [AT NEED/PROJECT BASED]

Communications Consultant 1

Aids in developing and implementing targeted information campaigns. Contributes to the production and content of information products such as brochures, videos, media, and training programs.

Education/Experience Required

Bachelors + 3 relevant years

Available in SINS

541 5 [All AIMS inclusive]

Communications Consultant 2

Leads and implements communication tasks. Conducts targeted information campaigns, arranges press briefings and interviews, coordinates editorial boards, monitors the news, and writes trends analysis. Meets with client as needed to relay progress, propose creative solutions to communication challenges, and establish priorities.

Education/Experience Required

Bachelors + 5 relevant years

Available in SINS

541 5 [All AIMS inclusive]

Communications Researcher

Gathers data via a variety of electronic search tools, as well as surveys, interviews, and other investigative methods in an effort to understand how audiences interpret information. Uses research results in support of communication initiatives.

Education/Experience Required

Bachelors + 1 relevant year

Available in SINS

541 5 [All AIMS inclusive]

Creative Director

Provides overall direction of creative work. May oversee motion media, print production, graphic art, and desktop publishing. Assists with audience research and develops creative briefs and design concepts to meet business objectives.

Education/Experience Required

Bachelors + 5 relevant years

Available in SINS

541 5 [All AIMS inclusive]

Creative Illustrator

Uses digital tools and software to produce images, which directly enhance writing by providing a visual representation that corresponds to the content of the associated text.

Education/Experience Required

Bachelors + 2 relevant years

Available in SINS

541 5 [All AIMS inclusive]

Director

Develops the overall vision for a video and carries out that vision by directing actors and technical crew. May be responsible for script writing, hiring key crew members, financing and editing.

Education/Experience Required

Bachelors + 3 relevant years

Available in SINS

541 5 [All AIMS inclusive]

Editor

Makes creative video editing decisions in the post-production of film and video productions. Selects and combines shots into sequences, selects sound effects and music to create a finished commercial or video. Must have experience using non-linear editing software.

Education/Experience Required

Bachelors + 2 relevant years

Available in SINS

541 5 [All AIMS inclusive]

NOTE: PLEASE ALSO REFER TO CATMEDIA'S EQUIVALENCY POLICY ON PAGE 26

AIMS SERVICES LABOR CATEGORIES [AT NEED/PROJECT BASED]	
Editor: Beta Offline	
Makes creative video editing decisions in the post-production of film and video productions. Selects and combines shots into sequences using linear editing equipment.	
Education/Experience Required	Available in SINS
Bachelors + 8 relevant years	541 5 [All AIMS inclusive]
Editor: Final Cut Pro Online Edit	
Uses Final Cut Pro software to make creative editing decisions in the post-production of videos.	
Education/Experience Required	Available in SINS
Bachelors + 3 relevant years	541 5 [All AIMS inclusive]
Gaffer	
Uses knowledge of lighting techniques to coordinate, execute, and possibly even design, the lighting plan for a production. May report to the Directory of Photography.	
Education/Experience Required	Available in SINS
Associates + 3 relevant years	541 5 [All AIMS inclusive]
Graphics: CG/Dekop Operator	
Creates graphics for live, on location or in studio productions. May be required to operate a switcher.	
Education/Experience Required	Available in SINS
Bachelors + 5 relevant years	541 5 [All AIMS inclusive]
Graphic Artist: 2D/3D/After Effects Development (Without Equipment)	
Uses knowledge of current graphic design software to produce graphic art and visual materials through a variety of media outlets such as websites and CD-ROMs. Generates and manipulates 2D graphic images, 3D animations, sound, text and video into consolidated and seamless multimedia programs. Must remain abreast of technological advances in the field and be able to identify areas of use in the organization.	
Education/Experience Required	Available in SINS
Bachelors + 3 relevant years	541 5 [All AIMS inclusive]
Graphics Designer	
Uses knowledge of current graphic design software to produce graphic art and visual materials for marketing, films, presentations, packaging, and informative and instructional material. Generates and manipulates graphic images, animations, sound, text and video into consolidated and seamless multimedia programs. Must remain abreast of technological advances in the field and be able to identify areas of use in the organization.	
Education/Experience Required	Available in SINS
Bachelors + 2 relevant years	541 5 [All AIMS inclusive]
Grip	
Works closely with the camera department to provide camera support, and with the electrical department to create lighting set-ups necessary for a shot. Responsible for maintaining all the equipment that supports cameras.	
Education/Experience Required	Available in SINS
Bachelors + 1 relevant year	541 5 [All AIMS inclusive]

NOTE: PLEASE ALSO REFER TO CATMEDIA'S EQUIVALENCY POLICY ON PAGE 26

CATMEDIA GSA PSS SIN 541 5 AIMS SERVICES LABOR CATEGORIES [AT NEED/PROJECT BASED]	
Grip: Key	
Serves as head of the grip department and chief rigging technician on the set. Directs the crew of grips with respect to proper movement and placement of stationary and moving cameras.	
Education/Experience Required	Available in SINS
Bachelors + 3 relevant years	541 5 [All AIMS inclusive]
Interactive Designer	
Develops and designs the functionality and integration of media into an interactive product.	
Education/Experience Required	Available in SINS
Bachelors + 3 relevant years	541 5 [All AIMS inclusive]
Interactive Developer	
Programs interactive content. Supports the interactive designer.	
Education/Experience Required	Available in SINS
Bachelors + 2 relevant years	541 5 [All AIMS inclusive]
Interactive Director	
Directs all creative and talent for integration into interactive products.	
Education/Experience Required	Available in SINS
Bachelors + 5 relevant years	541 5 [All AIMS inclusive]
Instructional Designer 1	
Assists in the design, development and modification of instructional programs. Helps employ the use of instructional technology and serves as the technology expert. Must be familiar with a variety of the field's concepts, practices, and procedures.	
Education/Experience Required	Available in SINS
Bachelors + 2 relevant years	541 5 [All AIMS inclusive]
Instructional Designer 2	
Designs, develops, modifies and implements instructional programs after determining the current state and needs of the learner. May be required to measure the outcome of such instruction. Employs the use of instructional technology and serves as the technology expert.	
Education/Experience Required	Available in SINS
Bachelors + 5 relevant years	541 5 [All AIMS inclusive]
Makeup Artist	
Applies makeup to on camera talent for productions. Must be familiar with a variety of the field's concepts, practices, and procedures.	
Requires a minimum of 2 years' experience.	
Education/Experience Required	Available in SINS
HS + 2 relevant years	541 5 [All AIMS inclusive]

NOTE: PLEASE ALSO REFER TO CATMEDIA'S EQUIVALENCY POLICY ON PAGE 26

AIMS SERVICES LABOR CATEGORIES [AT NEED/PROJECT BASED]	
Original Drawings (Storyboards)	
Graphic Artist creates and prepares original drawings to depict frames of storytelling to allow for tangible review, edit and approval of visual information content, design and flow.	
Developed as needed and charged per frame.	
Education/Experience Required	Available in SINS
Bachelors + 3 relevant years	541 5 [All AIMS inclusive]
Photography: Still Camera/Digital Still Photographer	
Creates and prepares photographic images to display in a variety of published mediums. Selects and assembles equipment according to subject material, anticipated conditions, and knowledge of function of various types of cameras, lenses, films, and accessories. Views subject and setting and plans composition, camera position, and camera angle to produce desired effect. May spot and retouch prints and negatives.	
Education/Experience Required	Available in SINS
HS + 2 relevant years	541 5 [All AIMS inclusive]
Producer	
Coordinates various aspects of production such as script writing, audio, camera work, music, etc. Oversees the work of support staff and ensures program scripts meet intentions and requirements expressed by client.	
Education/Experience Required	Available in SINS
HS + 5 relevant years	541 5 [All AIMS inclusive]
Producer - Line	
Controls the day-to-day financial concerns and operations of a production. Supports the vision of the director during production. Creates production calendar.	
Education/Experience Required	Available in SINS
Bachelors + 3 relevant years	541 5 [All AIMS inclusive]
Producer/Director	
Oversees and delivers a production to all relevant parties. Preserves the integrity, voice and vision of the film by directing actors and technical crew. May be responsible for script writing, hiring key crew members, financing and editing.	
Education/Experience Required	Available in SINS
Bachelors + 8 relevant years	541 5 [All AIMS inclusive]
Producer/Director - Live	
Oversees and delivers a live production to all relevant parties. Preserves the integrity, voice and vision of the film by directing actors and technical crew. May be responsible for script writing, hiring key crew members, financing and editing.	
Education/Experience Required	Available in SINS
Bachelors + 10 relevant years	541 5 [All AIMS inclusive]

NOTE: PLEASE ALSO REFER TO CATMEDIA'S EQUIVALENCY POLICY ON PAGE 26

AIMS SERVICES LABOR CATEGORIES [AT NEED/PROJECT BASED]	
Production Assistant	
Ensures the quality of all productions. Has knowledge of commonly used concepts, practices, and procedures within the field. Assists producer and other crew on the set. Takes notes while on set.	
Education/Experience Required	Available in SINS
Associates + 1 relevant year	541 5 [All AIMS inclusive]
Production Assistant/Grip	
Ensures the quality of all productions by working closely with the camera department to provide camera support, and with the electrical department to create lighting set-ups necessary for a shot.	
Education/Experience Required	Available in SINS
Associates + 1 relevant year	541 5 [All AIMS inclusive]
Project Manager	
Leads team on large projects or significant segment of large complex projects. Analyzes project related problems and creates innovative solutions involving finance, scheduling, technology, methodology, tools, and solution components. Oversees all aspects of projects.	
Education/Experience Required	Available in SINS
Bachelors + 5 relevant years	541 5 [All AIMS inclusive]
Site Survey	
Thorough review of location for videography or photography shoot. May include location scouting to find and reserve location, including all permits required. Production Manager and/or Director and/or Videographer/Photographer will ensure that the chosen/reserved location is ready for use in a video or photo production. Includes analysis of potential risks, as well as additional video/photo opportunities, offered by the location. Charged by hour.	
Education/Experience Required	Available in SINS
Associates + 2 relevant years	541 5 [All AIMS inclusive]
Talent: On Camera	
Professional on camera/screen actor able to visually and audibly relay story for video. Ability to memorize lines in addition to working with microphone and/or teleprompter systems.	
Education/Experience Required	Available in SINS
Bachelors + 3 relevant years	541 5 [All AIMS inclusive]
Talent: Voice Over	
Professional actor providing narration in a video or broadcast, unaccompanied by an image of the speaker. Ability to take direction and/or perform remotely.	
Education/Experience Required	Available in SINS
Bachelors + 3 relevant years	541 5 [All AIMS inclusive]
Teleprompter Operator	
Operator controls teleprompter text, how it's formatted, and the speed with which it scrolls to support the on camera talent. Requires constant attention and adaptability to quick changes and solutions.	
Education/Experience Required	Available in SINS
Associates + 1 relevant year	541 5 [All AIMS inclusive]

NOTE: PLEASE ALSO REFER TO CATMEDIA'S EQUIVALENCY POLICY ON PAGE 26

AIMS SERVICES | LABOR CATEGORIES [AT NEED/PROJECT BASED]

Videography: Beta Crew/Equipment Package – 1 to 3 Person

This crew operates and maintains beta cameras to record various subjects and subject material as instructed by the Director of Photography. May be expected to maintain a variety of program/transmitter logs. A 1-person crew consists of a videographer, a 2-person crew consists of a videographer and audio tech, and a 3-person crew consists of a videographer, an audio tech and a producer.

Education/Experience Required	Available in SINs
Associates + 5 relevant years	541 5 [All AIMS inclusive]

Videography: Director of Photography

Makes artistic and technical decisions related to a film or video to realize the scenes in accordance with the intentions of the director. Supervises camera and lighting crews, and chooses appropriate film or tape stock, lens, filters, etc.

Education/Experience Required	Available in SINs
Bachelors + 5 relevant years	541 5 [All AIMS inclusive]

Videography: HD Crew/Equipment Package – 1 to 3 Person

This crew operates and maintains high definition broadcast cameras to record various subjects and subject material as instructed by the Director of Photography. May be expected to maintain a variety of program/transmitter logs. A 1-person crew consists of a videographer, a 2-person crew consists of a videographer and audio tech, and a 3-person crew consists of a videographer, an audio tech and a producer.

Education/Experience Required	Available in SINs
Associates + 5 relevant years	541 5 [All AIMS inclusive]

Videography: Steadicam Operator (With Equipment)

Professional camera operator trained in use of specialized equipment. Steadicam is a brand of camera stabilizer mount for motion picture cameras that mechanically isolates it from the operator's movement. It allows for a smooth shot, even when moving quickly over an uneven surface.

Education/Experience Required	Available in SINs
Associates + 2 relevant years	541 5 [All AIMS inclusive]

Videography: Studio Camera Operator

Manages professional video camera, sound, and lighting for in studio productions. Works in conjunction with video production team to capture footage to support the story line and audience-specific objectives.

Education/Experience Required	Available in SINs
High School + 2 relevant years	541 5 [All AIMS inclusive]

Videography: Videographer

Records moving images and sound on videotape, disk, or other electro-mechanical device for visual information/story telling.

Education/Experience Required	Available in SINs
Bachelors + 3 relevant years	541 5 [All AIMS inclusive]

NOTE: PLEASE ALSO REFER TO CATMEDIA'S EQUIVALENCY POLICY ON PAGE 26

AIMS SERVICES LABOR CATEGORIES [AT NEED/PROJECT BASED]	
Videography: Video Technician	
Specialist in setting up and/or setting up and operating video equipment, including: screens, monitors, recording equipment, wires and cables, and related electronic equipment.	
Education/Experience Required	Available in SINS
High School + 1 relevant year	541 5 [All AIMS inclusive]
Web Applications Architect	
Technical specialist whose primary skills are Internet technologies and who develop computer applications. Includes: analyses of business systems and information architecture, visual design elements, programming, and computer science core skillsets. Studies what people experience in reality to build a software structure that caters to users—their information, understanding and visual appeal.	
Education/Experience Required	Available in SINS
Bachelors + 2 relevant years	541 5 [All AIMS inclusive]
Web Database Specialist	
Technical specialist who works with latest information security software and supports business operations by organizing large amounts of data. Includes: identifying user needs, data security, merging data files, maintaining and testing databases.	
Education/Experience Required	Available in SINS
Associates + 2 relevant years	541 5 [All AIMS inclusive]
Web Database Specialist, Senior	
Specialist in setting up and/or setting up and operating video equipment, including: screens, monitors, recording equipment, wires and cables, and related electronic equipment.	
Education/Experience Required	Available in SINS
Bachelors + 5 relevant years	541 5 [All AIMS inclusive]
Web Designer	
Technical specialist in setting up and/or setting up and operating video equipment, including: screens, monitors, recording equipment, wires and cables, and related electronic equipment.	
Education/Experience Required	Available in SINS
Bachelors + 1 relevant year	541 5 [All AIMS inclusive]
Web Developer 1	
Technical specialist in production and maintenance of websites. May include: web graphic design, interface design, authoring with standardized code and software, user experience design, and search engine optimization.	
Education/Experience Required	Available in SINS
Bachelors + 1 relevant year	541 5 [All AIMS inclusive]

NOTE: PLEASE ALSO REFER TO CATMEDIA'S EQUIVALENCY POLICY ON PAGE 26

AIMS SERVICES LABOR CATEGORIES [AT NEED/PROJECT BASED]	
Web Developer 2	
Technical specialist in developing web-based or distributed network applications run over HTTP from a web server to a web browser. Works with team to finalize server-side and front-end logic with implementation of visual elements for clients' applications and interactions between servers.	
Education/Experience Required	Available in SINs
Bachelors + 3 relevant years	541 5 [All AIMS inclusive]
Web Developer 3	
Technical specialist in developing web-based or distributed network applications run over HTTP from a web server to a web browser. Works with team to finalize content, design, database systems, server interactions, and/or overall design & functionality for clients' applications.	
Education/Experience Required	Available in SINs
Bachelors + 3 relevant years	541 5 [All AIMS inclusive]
Web Developer, Senior	
Interdisciplinary technical specialist who develops and/or oversees development of web-based or distributed network applications run over HTTP from a web server to a web browser. Advanced experience in implementing all visual elements, as well as all web services and APIs necessary for application launch/hosting.	
Education/Experience Required	Available in SINs
Bachelors + 5 relevant years	541 5 [All AIMS inclusive]
Writer: General	
Technical communications specialist in assessing/compiling subject matter materials and writing to specific audiences in clear, direct language in order to convey information in an engaging way.	
Education/Experience Required	Available in SINs
Bachelors + 2 relevant years	541 5 [All AIMS inclusive]
Writer: General – Public Relations	
Technical specialist in assessing/compiling subject matter materials and writing for public audiences, often explaining technical or complex material in an easy to understand vernacular, in order to clarify understanding of the information, foster public trust, and influence behavior.	
Education/Experience Required	Available in SINs
Bachelors + 3 relevant years	541 5 [All AIMS inclusive]
Writer: Sensitive Writer/Researcher	
Technical communications specialist in researching and writing about sensitive subject matter materials and writing from perspectives that are sensitive to audiences.	
Education/Experience Required	Available in SINs
Bachelors + 7 relevant years	541 5 [All AIMS inclusive]
Writer: Script	
Specialist in crafting the written copy on which mass media is based: video, broadcast, etc.	
Education/Experience Required	Available in SINs
Bachelors + 3 relevant years	541 5 [All AIMS inclusive]

NOTE: PLEASE ALSO REFER TO CATMEDIA'S EQUIVALENCY POLICY ON PAGE 26

AIMS SERVICES | LABOR CATEGORIES [AT NEED/PROJECT BASED]

Writer: Research (Background/Script Development)

Specialist in researching experience, imagination and reality to draw upon in developing basic story into script for media production.

Education/Experience Required

Bachelors + 5 relevant years

Available in SINS

541 5 [All AIMS inclusive]

While we list minimum requirements for labor categories, we also follow CATMEDIA policy regarding equivalencies to formal education and earned degrees.

Per our stated guidelines and our equivalency policy, personnel placed in a specific labor category remains at the sole discretion of CATMEDIA.

NOTE: PLEASE ALSO REFER TO CATMEDIA'S EQUIVALENCY POLICY ON PAGE 26

AIMS SERVICES | LABOR CATEGORIES [FULL TIME EMPLOYEE (FTE)]

NOTE: "Full Time Employee" labor categories refer to labor that is billed monthly for CATMEDIA employees onsite at government facilities. These rates are discounted due to the volume of labor hours that make up an FTE's annual salary.

If you need project-based or hourly labor, please see CATMEDIA's AIMS Services "At Need/Project Based" labor categories and rates.

Events Coordinator [FTE]

Coordinates logistics for events, working closely with client. Manages entire event planning including, but not limited to: securing locations, registering attendees, arranging accommodations, hospitality and catering, collaborating with client stakeholders to ensure related activities are scheduled, providing detailed support during and post event. Coordinates collection and organization of attendee feedback. Maintains event files. Provides suggestions for continuous improvements.

Education/Experience Required

Associates + 5 relevant years

Available in SINS

541 5

Graphic Artist [FTE]

Designs graphics through industry standard hardware systems and software products including, but not limited to: PC or Apple OSX platforms, Flash, HTML5 or above, Adobe CS5 or above, Maya/3D Studio Max, Final Cut Pro, Pro Tools. Professional graphics development will support client media presentations, digital media for web, meeting support materials, briefings, reports, conference exhibits, letters, memos, flyers, pamphlets and executive messaging tools.

Education/Experience Required

Bachelors + 5 relevant years

Available in SINS

541 5

Multimedia Specialist [FTE]

Develops multimedia designs for use in electronic media or website development and digital and social media. Has specific design training and experience. Has knowledge and experience in working with pertinent software development packages. Uses strong analytical skills, proven problem-solving abilities and develops and follows-through with creative solutions for design and development tasks. Possesses ability to create complete graphics package—from titles to motion graphics to lower thirds, all using similar themes and color palettes. Also conceptualizes and prepares layout of high quality graphics, text and templates for a variety of print media.

Education/Experience Required

Bachelors + 5 relevant years

Available in SINS

541 5



NOTE: PLEASE ALSO REFER TO CATMEDIA'S EQUIVALENCY POLICY ON PAGE 26

AIMS SERVICES | LABOR CATEGORIES [FULL TIME EMPLOYEE (FTE)]

Public Affairs/Relations Specialist [FTE]

Provides advice and technical assistance in the planning development and evaluation of the effectiveness of customer's program communications with targeted audiences through a variety of communication methods. Applies advanced competencies and knowledge of effective communication strategies, messaging, and venues for individual audience needs for information. Coordinates news briefings and press conferences. Prepares and provides press kit material. Organizes interviews and photo/video shoots. Develops and maintains local, national, and international media lists. Researches, writes, edits, and packages news releases, video scripts, photo captions, and other promotional material.

Manages corporate communications print and broadcast advertising production, directs mail creation, television production, radio and television documentary writing and production, magazine feature writing, and media placement. Researches and writes news releases, video scripts, photo captions, fact sheets and other promotional material. Researches content, writes text, oversees production of video and other media.

May serve as communications liaison for customer's internal points of contact and external stakeholders, including the general public.

Education/Experience Required

Bachelors + 5 relevant years

Available in SINs

541 5

Public Affairs/Relations Specialist – Senior [FTE]

Provides integrated public relations and marketing services to clients. Customizes public relations strategies to meet the client's business objectives. Ensures timely turnaround of products while increasing media visibility for businesses and their products. Researches and writes news releases, video scripts, photo captions, fact sheets and other promotional material. Researches content, writes text, and oversees production of video and other media. Monitors media outlets for stories related to customers' business. Analyzes, complies, and reports on customer business stories via news clipping services for purposes of ensuring news reporting accuracy and promotion of good public relations for customer's business.

Education/Experience Required

Bachelors + 8 relevant years

Available in SINs

541 5

Strategic Communications Campaign Manager [FTE]

Analyzes and defines client communications project objectives. Creates and publishes strategic working plan to meet communications objectives with measurable outcomes. Writes and edits copy for each strategic communication tool to targeted audience(s). Manages implementation of strategic communications campaigns to meet client objectives. Utilizes standard project management principles to ensure effective communications projects are deployed in a timely manner.

Bachelor's degree in Communications or related field. PMP or MPM certification is a plus.

Education/Experience Required

Bachelors + 10 relevant years

Available in SINs

541 5

NOTE: PLEASE ALSO REFER TO CATMEDIA'S EQUIVALENCY POLICY ON PAGE 26

AIMS SERVICES | LABOR CATEGORIES [FULL TIME EMPLOYEE (FTE)]

Videographer/Editor [FTE]

Multimedia technical specialist with competencies in broadcast-quality videography and in non-linear editing for video programs. Videotapes, according to contemporary industry standards, with HD camera packages. Sets up lighting for studio/set and location videography. Captures raw footage of: on camera interviews by talent and non-professionals; action shots; B-roll shots; to support script. Makes creative video editing decisions in the post-production of film and video productions. Selects and combines shots into sequences, selects sound effects and music to create a finished video. Applies technical proficiencies to correct color and sweeten audio. May use a variety of hardware systems and software products including, but not limited to: PC Windows or Apple OSX platforms, Final Cut Pro, Adobe Creative Suite, etc.

Education/Experience Required

Bachelors Preferred and/or 5 relevant years

Available in SINS

541 5

Video Producer [FTE]

Leads full team of media professionals to produce broadcast-quality video programs for public outreach, eLearning, interactive training, and/or web hosting. Reads, researches, and assesses ideas and finished scripts. Project manages assets and budget of video project. Sets production schedule to manage all logistics. Organizes shooting schedule(s). Reserves and allocates resources (equipment and talent) to produce video programs. Pulls together all strands of creative and practical talent involved to create a cohesive project team. Meets with project team. Troubleshoots and arrives at workable solutions to project challenges. Supervises progress of project from pre- to post-production. Maintains technical skills according to contemporary industry standards. Develops and maintains network of professional contacts to support productions. May use production scheduling software packages.

Education/Experience Required

Bachelors + 8 relevant years

Available in SINS

541 5

Web Designer [FTE]

Leads projects for design of webpages and websites to host client's strategic information to specific audience(s). Understands and defines client objectives and goals for website. Designs, develops and programs digital information to engage targeted audience(s). Designs user friendly and appealing websites. Proficient in web designer tools. Tests websites. Participates in peer review of website design and development. Keeps current with web design and development technology.

Education/Experience Required

Bachelors + 8 relevant years

Available in SINS

541 5

Web Developer – Front End [FTE]

Programs interactive webpages for client's internal and external stakeholders. Works with Web Designer to bring design to life. Troubleshoots and provides quality assurance through beta testing and final operability tests to ensure uninterrupted interactivity.

Education/Experience Required

Bachelors + 5 relevant years

Available in SINS

541 5

While we list minimum requirements for labor categories, we also follow CATMEDIA policy regarding equivalencies to formal education and earned degrees.

Per our stated guidelines and our equivalency policy, personnel placed in a specific labor category remains at the sole discretion of CATMEDIA.



NOTE: PLEASE ALSO REFER TO CATMEDIA'S EQUIVALENCY POLICY ON PAGE 26

HUMAN RESOURCES & EEO SERVICES (738X) | CATMEDIA LABOR CATEGORY DESCRIPTIONS

For each labor role that CATMEDIA offers under GSA PSS, our Labor Category Descriptions include:

- Functional responsibilities for the role
- Minimum education and experience required
- Any specific training and/or certification requirements for specialized roles

These requirements are a guide for the types of experience and educational background found in personnel for each labor category, based on duties normally performed by a skilled person assigned to that role.

CATMEDIA also recognizes that successful performance depends on having the right skills and experience. Skills and experience come from a mix of education and professional experience. While traditional education and experience can be the perfect mix for a candidate, CATMEDIA also recognizes that business today—with changes in technology and skills needed—may not always be supported by the traditional combination. So, CATMEDIA offers our equivalencies below and may substitute experience and education in order to provide the quality of services needed by our clients.

While we list minimum requirements for labor categories, we also follow CATMEDIA's policy regarding equivalencies to formal education and earned degrees.

Per our stated guidelines and our equivalency policy, personnel placed in a specific labor category remains at the sole discretion of CATMEDIA.

HUMAN RESOURCE & EEO SERVICES LABOR CATEGORIES	
Human Resource & EEO services may include, but are not limited to, providing support in the functions of: planning, recruitment and internal placement, position classification, personnel actions, training, employee relations, outplacement, function review/integration services and worker's compensation. Labor in this series is unique in that it requires insight and knowledge of all business and management functions. Managers in these roles will have relevant experience in HR.	
MANAGEMENT SERIES	
Our management series of talent focuses on program and project management functions. The Program Manager is the most senior and has responsibility for more than one project or has responsibility for a very large project. Technical Project Managers may be the most widely used. The Administrative Project Manager covers contracts and situations that require no technical leadership but provides status and progress reporting while providing an administrative connection between our onsite staff and our headquarters.	
Program Manager	
Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Has authority and responsibility to identify and commit resources required to support effort. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. Designs and enforces quality control programs.	
Education/Experience Required	Available in SINS
Bachelors + 15 relevant years	C595 21



NOTE: PLEASE ALSO REFER TO CATMEDIA'S EQUIVALENCY POLICY ON PAGE 26

HUMAN RESOURCE & EEO SERVICES | LABOR CATEGORIES

Project Manager – Technical

Ten years of accounting or financial experience, including 5 years of increasing responsibilities in assignment supervision and management.
Additional experience in the direct supervision of cost estimating, procurement strategic planning and execution, or business management
Under the guidance of the Program Manager, is responsible for the overall management of the specific task order(s) and ensuring that the technical/financial solutions and schedules in the specific delivery orders are associated with assigned delivery order projects. Demonstrates competent writing and oral communication skills. Ensures quality products and services are delivered within deadlines.

Education/Experience Required

Bachelors + 10 relevant years

Available in SINS

C595 21

Project Manager – Administrative

Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Has authority and responsibility to identify and commit resources required to support effort. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. Designs and enforces quality control programs.

Education/Experience Required

Bachelors + 10 relevant years

Available in SINS

C595 21

Task Leader

Performs day-to-day management of contract programs/projects. Supervises program/project operation by developing management procedures and controls, planning and directing project execution, and monitoring and reporting progress. Manages human and project resources, as well as financial and administrative aspects of the program/project, with respect to contract requirements.

Education/Experience Required

Bachelors + 5 relevant years

Available in SINS

C595 21

Project Control Analyst

Performs day-to-day management of individual contract task orders. Organizes, directs, and coordinates planning and production of all task order support activities. Demonstrates written and oral communication skills. Works, as necessary, with corporate management to direct effective contract support activities.

Education/Experience Required

Bachelors + 2 relevant years

Available in SINS

C595 21

NOTE: PLEASE ALSO REFER TO CATMEDIA'S EQUIVALENCY POLICY ON PAGE 26

HUMAN RESOURCE & EEO SERVICES | LABOR CATEGORIES

WRITER/EDITOR SERIES

Our writer and editor talent series covers non-technical writing support.

The writer may prepare documents for business and/or training purposes. The editor is focused on the same areas as the writer and can be applied in each area. This category includes the creation of content for web pages.

Writer/Editor - Associate

Performs entry-level writing/editing for business operations. Copy is used for internal & external processes, policies, procedures, print materials, or web pages.

Education/Experience Required

Bachelors + 1 relevant year

Available in SINs

C595 21

Writer/Editor - Intermediate 1

Performs mid-level writing/editing for business operations. Copy is used for internal & external processes, policies, procedures, print materials, or web pages.

Education/Experience Required

Bachelors + 3 relevant years

Available in SINs

C595 21

Writer/Editor - Intermediate 2

Performs mid-level writing/editing for business operations. Copy is used for internal & external processes, policies, procedures, print materials, or web pages that are increased in complexity.

Education/Experience Required

Bachelors + 5 relevant years

Available in SINs

C595 21

Writer/Editor - Senior 1

Performs senior-level writing/editing for business operations. Copy is used for internal & external processes, policies, procedures, print materials, or web pages that may be highly complex.

Education/Experience Required

Bachelors + 8 relevant years

Available in SINs

C595 21

Writer/Editor - Senior Certified

Performs senior-level writing/editing for business operations. Copy is used for internal & external processes, policies, procedures, print materials, or web pages that may be highly complex. Certification in specialized skillsets for writing/editing.

Education/Experience Required

Bachelors + Certification + 10 relevant years

Available in SINs

C595 21



NOTE: PLEASE ALSO REFER TO CATMEDIA'S EQUIVALENCY POLICY ON PAGE 26

HUMAN RESOURCE & EEO SERVICES | LABOR CATEGORIES

Writer/Editor – Senior 2

Performs senior-level writing/editing for business operations. Copy is used for internal & external processes, policies, procedures, print materials, or web pages that may be highly complex. May provide supervisory management of writing/editing team.

Education/Experience Required

Bachelors + 15 relevant years

Available in SINS

C595 21

Writer/Editor – Senior PhD

Performs senior-level writing/editing for business operations. Copy is used for internal & external processes, policies, procedures, print materials, or web pages that may be highly complex. May provide supervisory management of writing/editing team as well as project management for business operations documents.

Education/Experience Required

Doctorate + 10 relevant years

Available in SINS

C595 21

ACQUISITION/PROCUREMENT/CONTRACT/ANALYST SERIES

Our acquisition/procurement/contract/analyst series of labor categories provides expertise ranging from senior level certified acquisition experts advising the implementation and management of major acquisitions, to more administrative processing of routine contractual actions. Expertise may also draw from related fields of knowledge in the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

Acquisition/Procurement/Contract Analyst - Associate

Provides basic, entry-level project support. Tasks may include, but are not limited to: development and management of spreadsheets, development of briefings and information papers, data collection assistance, and quality assurance on financial documents. Conducts research and analysis as directed by project/program leadership.

Education/Experience Required

Bachelors + 1 relevant year

Available in SINS

C595 21

Acquisition/Procurement/Contract Analyst – Intermediate 1

Provides project support at an increased level of complexity. Tasks may include, but are not limited to: development and management of spreadsheets, development of briefings and information papers, data collection assistance, and quality assurance on financial documents. Conducts research and analysis as directed by project/program leadership.

Education/Experience Required

Bachelors + 3 relevant years

Available in SINS

C595 21

Acquisition/Procurement/Contract Analyst – Intermediate 2

Provides project support at an increased level of complexity. Tasks may include, but are not limited to: development and management of spreadsheets, development of briefings and information papers,



HUMAN RESOURCE & EEO SERVICES LABOR CATEGORIES	
data collection assistance, and quality assurance on financial documents. Conducts research and analysis as directed by project/program leadership.	
Education/Experience Required	Available in SINS
Bachelors + 5 relevant years	C595 21
Acquisition/Procurement/Contract Analyst – Senior 1	
Provides senior-level project support. Tasks may include, but are not limited to: development and management of spreadsheets, development of briefings and information papers, data collection assistance, and quality assurance on financial documents. May supervise, delegate and/or direct research and analysis required by program/project.	
Education/Experience Required	Available in SINS
Bachelors + 8 relevant years	C595 21
Acquisition/Procurement/Contract Analyst – Senior Certified	
Provides senior-level project support. Tasks may include, but are not limited to: development and management of spreadsheets, development of briefings and information papers, data collection assistance, and quality assurance on financial documents. May supervise, delegate and/or direct research and analysis required by program/project. Certification in specialized support skills.	
Education/Experience Required	Available in SINS
Bachelors + Certification + 10 relevant years	C595 21
Acquisition/Procurement/Contract Analyst – Senior 2	
Provides senior-level project support. Tasks may include, but are not limited to: development and management of spreadsheets, development of briefings and information papers, data collection assistance, and quality assurance on financial documents. Supervises, delegates and/or directs research and analysis required by program/project. May act as project lead or deputy program lead.	
Education/Experience Required	Available in SINS
Bachelors + 15 relevant years	C595 21
Acquisition/Procurement/Contract Analyst – Senior PhD	
Provides senior-level project support for multi-faceted, complex programs/projects. Tasks may include, but are not limited to: development and management of spreadsheets, development of briefings and information papers, data collection assistance, and quality assurance on financial documents. Supervises, delegates and/or directs research and analysis required by program/project. Role may be project/program lead.	
Education/Experience Required	Available in SINS
Doctorate + 10 relevant years	C595 21

HUMAN RESOURCE & EEO SERVICES | LABOR CATEGORIES

BUSINESS/FINANCIAL MANAGEMENT ANALYST SERIES

Our business/financial/management/analyst series of labor categories is focused on the coordination, accounting, planning and administration functions. The management analyst provides business management functions such as budgeting, financial analysis and planning and control or funding and allocation of funding. These functions include business process analysis to describe and create defined business and operations controls and processes.

Undergraduate level and up degrees (or supplementation by at least 24 semester hours) would be in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

Business/Financial/Management Analyst – Associate

Serves as an entry-level member of group of analysts who collaborate to systematically integrate business, cost accounting, and financial reporting with management processes to ensure the efficient stewardship of public funds. In the performance task work, applies an understanding of accounting practices and principles when conducts data gathering, analysis, and reconciliation. Provides support to process improvement analysis assessments. Cognizant of interrelationships between financial management requirements and automated solutions, considering the current system environment and the potential integration of added systems concurrently or later. May be familiar with activity based costing, business case analysis and outsourcing requirements.

Education/Experience Required

Bachelors + 1 relevant year

Available in SINS

C595 21

Business/Financial/Management Analyst – Intermediate 1

Experience in Accounting/Financial Management in a Federal government environment with a demonstrated ability in areas such as Cost and Financial Accounting Techniques, Accounting Operations, and Business Management. Possess thorough knowledge of Federal financial and accounting policies and system requirements.

Serves as a team member, helping to ensure that a group of analysts are working in concert to systematically integrate accounting processes.

Education/Experience Required

Bachelors + 3 relevant years

Available in SINS

C595 21

Business/Financial/Management Analyst – Intermediate 2

Experience in Accounting/Financial Management in a Federal government environment with a demonstrated ability in areas such as Cost and Financial Accounting Techniques, Accounting Operations, and Business Management. Possess thorough knowledge of Federal financial and accounting policies and system requirements.

Serves as a team member, helping to ensure that a group of analysts are working in concert to systematically integrate accounting processes.

Education/Experience Required

Bachelors + 5 relevant years

Available in SINS

C595 21



NOTE: PLEASE ALSO REFER TO CATMEDIA'S EQUIVALENCY POLICY ON PAGE 26

HUMAN RESOURCE & EEO SERVICES | LABOR CATEGORIES

Business/Financial/Management Analyst – Senior 1

Experience in Accounting/Financial Management in a Federal government environment with a demonstrated ability in areas such as Cost and Financial Accounting Techniques, Accounting Operations, and Business Management. Possess thorough knowledge of Federal financial and accounting policies and system requirements.

Serves as a team member, helping to ensure that a group of analysts are working in concert to systematically integrate accounting processes.

Experience of 8 years in accounting and financial management, including at least 5 years of increasing responsibilities as team leader or first level supervisor. Experience in operational accounting or auditing with demonstrated ability to supervise or lead a team of accounting analysts.

Education/Experience Required

Bachelors + 8 relevant years

Available in SINS

C595 21

Business/Financial/Management Analyst – Senior Certified

Experience in Accounting/Financial Management in a Federal government environment with a demonstrated ability in areas such as Cost and Financial Accounting Techniques, Accounting Operations, and Business Management. Possess thorough knowledge of Federal financial and accounting policies and system requirements.

Leadership/supervisory experience and management of accounting systems/processes.

Education/Experience Required

Bachelors + Certification + 10 relevant years

Available in SINS

C595 21

Business/Financial/Management Analyst – Senior 2

Experience in Accounting/Financial Management in a Federal government environment with a demonstrated ability in areas such as Cost and Financial Accounting Techniques, Accounting Operations, and Business Management. Possess thorough knowledge of Federal financial and accounting policies and system requirements.

Senior leadership/supervisory experience and management of accounting systems/processes.

Education/Experience Required

Bachelors + 15 relevant years

Available in SINS

C595 21

HUMAN RESOURCE & EEO SERVICES | LABOR CATEGORIES

Business/Financial/Management Analyst – Senior PhD

Experience in Accounting/Financial Management in a Federal government environment with a demonstrated ability in areas such as Cost and Financial Accounting Techniques, Accounting Operations, and Business Management. Possess thorough knowledge of Federal financial and accounting policies and system requirements.

Senior leadership/supervisory experience and management of accounting systems/processes/departments/programs.

Education/Experience Required

Doctorate + 10 relevant years

Available in SINS

C595 21

ADMINISTRATIVE SUPPORT SERIES

The administrative support series of labor includes office-oriented tasks such as clerical work and/or coordination, in an administrative role. Work performed includes, but is not limited to: phone answering, visitor reception, desk staffing, copying data entry, regular cyclical report generation, distribution, and pre-defined task execution.

Administrative Support 1

Entry-level clerical/administrative functional role. Work performed includes, but is not limited to: phone answering, visitor reception, desk staffing, copying data entry, regular cyclical report generation, distribution, and pre-defined task execution.

Education/Experience Required

HS + 1 relevant year

Available in SINS

C595 21

Administrative Support 2

Performs clerical/administrative functions. Work performed includes, but is not limited to: phone answering, visitor reception, desk staffing, copying data entry, regular cyclical report generation, distribution, and pre-defined task execution in greater degrees of complexity and support.

Education/Experience Required

HS + 3 relevant years

Available in SINS

C595 21

Administrative Support 3

Performs clerical/administrative functions. Work performed includes, but is not limited to: phone answering, visitor reception, desk staffing, copying data entry, regular cyclical report generation, distribution, and pre-defined task execution, with high degree of complexity and support skills needed.

May also correlate to technical support roles, with similar levels of education/experience.

Education/Experience Required

HS + 6 relevant years

Available in SINS

C595 21

NOTE: PLEASE ALSO REFER TO CATMEDIA'S EQUIVALENCY POLICY ON PAGE 26

HUMAN RESOURCE & EEO SERVICES | LABOR CATEGORIES

Administrative Support 4

Performs clerical/administrative functions. Work performed includes, but is not limited to: phone answering, visitor reception, desk staffing, copying data entry, regular cyclical report generation, distribution, and pre-defined task execution, with highest degree of complexity and support skills needed.

May correlate to an office manager position.

May also correlate to technical support roles, with similar levels of education/experience.

Education/Experience Required

HS + 10 relevant years

Available in SINS

C595 21

While we list minimum requirements for labor categories, we also follow CATMEDIA policy regarding equivalencies to formal education and earned degrees.

Per our stated guidelines and our equivalency policy, personnel placed in a specific labor category remains at the sole discretion of CATMEDIA.

NOTE: PLEASE ALSO REFER TO CATMEDIA'S EQUIVALENCY POLICY ON PAGE 26

MISSION ORIENTED BUSINESS INTEGRATED SERVICES (MOBIS) | CATMEDIA LABOR CATEGORY DESCRIPTIONS

For each labor role that CATMEDIA offers under GSA PSS, our Labor Category Descriptions include:

- Functional responsibilities for the role
- Minimum education and experience required
- Any specific training and/or certification requirements for specialized roles

These requirements are a guide for the types of experience and educational background found in personnel for each labor category, based on duties normally performed by a skilled person assigned to that role.

CATMEDIA also recognizes that successful performance depends on having the right skills and experience. Skills and experience come from a mix of education and professional experience. While traditional education and experience can be the perfect mix for a candidate, CATMEDIA also recognizes that business today—with changes in technology and skills needed—may not always be supported by the traditional combination. So, CATMEDIA offers our equivalencies below and may substitute experience and education in order to provide the quality of services needed by our clients.

While we list minimum requirements for labor categories, we also follow CATMEDIA's policy regarding equivalencies to formal education and earned degrees.

Per our stated guidelines and our equivalency policy, personnel placed in a specific labor category remains at the sole discretion of CATMEDIA.

MOBIS SERVICES | LABOR CATEGORIES

MOBIS offers business consultation solutions with a full range of management and consulting services that can improve an organization's performance, and help customers meet their mission goals. Business services under these SINs range from consulting, facilitation, quality assurance, analysis, strategy formulation, advisory and assistance, research, and training to acquisition and program support, including: Integrated Consulting Services; Training Services (Off-the-Shelf Training Devices and Training Materials); Acquisition Management Support; and Integrated Business Program Support Services.

INSTRUCTOR MANAGEMENT/INSTRUCTOR SERIES

This series includes managers who find, evaluate, develop relationships with, and contract qualified instructors for course delivery.

It also includes the qualified instructors who deliver classroom instruction for middle management and executive level professional development courses.

Instructor Management - Program Director

Program Directors require extensive senior level experience, public visibility, and act in an operationally critical role, having potential significant regulatory or financial impact on the mission of the agency. Program Directors require senior level experience in the strategy development and program management of enterprise-wide efforts. Program Directors manage teams of instructor managers, consultants, and analysts supporting an agency's strategy development, implementation and process improvement efforts in initiatives, which have extreme public visibility, operational criticality or potentially significant regulatory or financial impact on the mission of the agency.



NOTE: PLEASE ALSO REFER TO CATMEDIA'S EQUIVALENCY POLICY ON PAGE 26

MOBIS SERVICES LABOR CATEGORIES	
Education/Experience Required	Available in SINs
Masters + 15 relevant years	874 1, 874 4, 874 7, 874 9
Instructor Management: Instructor Manager	
Instructor Manager projects, contracts, funds, and resources (or group of projects, contracts, funds, and resources). Duties may include contract management, project management, and interface with the customer. The Instructor Manager is responsible for formulating and enforcing work standards, assigning contractor schedules, and communicating policies, purposes, and goals to subordinates and subcontractors. The Instructor Manager organizes resources to support multiple concurrent projects and manages the execution of multiple concurrent projects.	
Education/Experience Required	Available in SINs
Masters + 12 relevant years	874 1, 874 4, 874 7, 874 9
Instructor Management: Program Coordinator/Visiting Program Director - Onsite	
Program Coordinator/ Visiting Program Directors have experience in: organizational behavior and organizational development devising strategy development; designing, leading, and organizing organizational surveys and focus groups; performing benchmark studies; design and lead business process improvement efforts; conduct training sessions and pilot projects; successfully implement methods, tools, and procedures to execute strategy or change efforts. Visiting Program Directors require extensive senior level experience, public visibility, and act in an operationally critical role, having potential significant regulatory or financial impact on the mission of the agency. They design, organize, lead and conduct executive level workshops, seminars, training sessions and pilot projects which require senior level application of methods, tools, or theories, or require senior level experience in the strategy development and program management of enterprise-wide change efforts. They facilitate process improvement efforts requiring a mastery of technical expertise in scientific/technical disciplines or area where the client determines it is advantageous to utilize personnel with a senior level of experience to ensure the success of pilot projects, and the planning for enterprise-wide implementation. They give lectures, speeches or write original articles or documents relating to strategy development, implementation and process improvement or technical enhancements to process improvement and customer service. A Master's Degree in a related field, Doctorate Degree or equivalent experience	
Education/Experience Required	Available in SINs
Masters + 15 relevant years	874 1, 874 4, 874 7, 874 9
Instructor Management: Instructor - Onsite	
General experience includes excellent interpersonal, communication and client management skills, as well as a good understating of subject matter, experience in training or public speaking. The facilitator provides guidance, order and assistance to participating members of a class, seminar or conference in order to meet customer objective. He / she leads or assists in instructing, to include but not limited to such areas as instructor lead training, seminars, conferences, focus groups, working groups. A relevant master's degree from an accredited institution or equivalent experience and professional recognition; Interest in and demonstrated or presumptive potential for effective teaching, research, consultation, and other scholarly and professional activities	
Education/Experience Required	Available in SINs
Masters or 4 relevant years	874 1, 874 4, 874 7, 874 9

NOTE: PLEASE ALSO REFER TO CATMEDIA'S EQUIVALENCY POLICY ON PAGE 26

MOBIS SERVICES | LABOR CATEGORIES

Instructor Management: Assistant Professor - Onsite

General experience includes excellent interpersonal, communication and client management skills, as well as a good understating of subject matter, experience in training or public speaking. The facilitator provides guidance, order and assistance to participating members of a class, seminar or conference in order to meet customer objective. He / she leads or assists in instructing, to include but not limited to such areas as instructor lead training, seminars, conferences, focus groups, working groups.

A relevant earned doctoral degree from an accredited academic institution or equivalent experience and professional recognition; Demonstrated or presumptive potential for effective teaching, research, consultation, and other scholarly and professional activities.

Education/Experience Required	Available in SINS
Doctorate or 6 relevant years	874 1, 874 4, 874 7, 874 9

Instructor Management: Associate Professor - Onsite

He / she has a good understanding of subject matter, experience in training or public speaking. Provides guidance, order and assistance to participating members of a class, seminar or conference in order to meet customer objective. Leads or assists instructor to include but not limited to such areas as instructor lead training, seminars, conferences, focus groups, working groups. Utilizes a variety of instructional strategies (methods, techniques, etc.) and resources (media, technologies, etc.), classroom organization skills, and effective, communication techniques to establish and facilitate engaging and meaningful learning environments. He / she works with little or no supervision on increasingly complex projects and may be task lead, supervisor or project supervisor.

A relevant earned doctoral degree from an accredited academic institution or an appropriate terminal professional or academic degree; Evidence of sustained teaching effectiveness; research, scholarly, creative, and professional activities including publication in appropriately recognized professional journals (normally refereed archival), books, or monographs; Discipline-related community service; and normally includes a minimum of 3 years of full-time university-level teaching at the rank of Assistant Professor.

Education/Experience Required	Available in SINS
Doctorate + 3 relevant years	874 1, 874 4, 874 7, 874 9

NOTE: PLEASE ALSO REFER TO CATMEDIA'S EQUIVALENCY POLICY ON PAGE 26

MOBIS SERVICES | LABOR CATEGORIES

Instructor Management: Professor – Onsite

Has experience in training or public speaking. Provides guidance, order and assistance to participating members of a class, seminar or conference in order to meet customer objective. He / she leads or assists instructor to include but not limited to such areas as instructor lead training, seminars, conferences, focus groups, working groups. The Senior Facilitator utilizes a variety of instructional strategies (methods, techniques, etc.) and resources (media, technologies, etc.), classroom organization skills, and effective, communication techniques to establish and facilitate engaging and meaningful learning environments. He / she works with minimum supervision and may be tasked with supervisory duties as task lead, or project manager.

A relevant earned doctoral degree from an accredited academic institution or an appropriate terminal professional or academic degree; Evidence of maturity as a scholar; An established outstanding reputation in an academic discipline demonstrated through broad recognition of research and service accomplishments, including publications in appropriately recognized professional (normally refereed archival) journals, books, or monographs; and At least 10 full years of applicable professional experience, normally including no less than 10 years of full-time university level teaching with a minimum of 3 years at the rank of Associate Professor. The title "professor" implies national or international recognition and significant contributions as a demonstrated leader in one's field.

Education/Experience Required

Doctorate + 10 relevant years

Available in SINS

874 1, 874 4, 874 7, 874 9

Instructor Management: Special Unique Qualification – Onsite

General experience includes excellent interpersonal, communication and client management skills. Relevant experience includes, but is not limited to, experience in workshop and focus group facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices. Experience is also required in training analysis and design, program design, workshop and focus group facilitation, and documentation preparation. The Master Facilitator utilizes a variety of instructional strategies (methods, techniques, etc.) and resources (media, technologies, etc.), classroom organization skills, and effective, communication techniques to establish and facilitate engaging and meaningful learning environments.

A relevant earned doctoral degree from an accredited academic institution or an appropriate terminal professional or academic degree, or equivalent experience in the specialty field; An established outstanding reputation in the specific area of research and service accomplishments, including publications in appropriately recognized professional (normally refereed archival) journals, books, or monographs. "Specialty" presenters are those whose experiences, research, publications, or other qualification make them so unique that substitution is simply not possible.

Education/Experience Required

Doctorate + 10 relevant years or classified as
Specialty Presenter

Available in SINS

874 1, 874 4, 874 7, 874 9



NOTE: PLEASE ALSO REFER TO CATMEDIA'S EQUIVALENCY POLICY ON PAGE 26

MOBIS SERVICES | LABOR CATEGORIES

Integrated Consulting Services provide expert advice and assistance in support of business functions. CATMEDIA's integrated consulting services include: management or strategy consulting, including research, evaluations, studies, analyses, scenarios/simulations, reports, business policy and regulation development assistance, and strategy formulation.

Facilitation and related decision support services are included, as well as survey services (using a variety of methodologies) and advisory and assistance services.

MANAGEMENT SERIES

Our management series of talent focuses on program and project management functions. The Program Manager is the most senior and has responsibility for more than one project or has responsibility for a very large project. Technical Project Managers may be the most widely used. The Administrative Project Manager covers contracts and situations that require no technical leadership but provides status and progress reporting while providing an administrative connection between our onsite staff and our headquarters.

Program Manager

Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Has authority and responsibility to identify and commit resources required to support effort. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. Designs and enforces quality control programs.

Education/Experience Required

Bachelors + 15 relevant years

Available in SINs

874 1, 874 4, 874 7, 874 9

Project Manager – Technical

Ten years of accounting or financial experience, including 5 years of increasing responsibilities in assignment supervision and management.
Additional experience in the direct supervision of cost estimating, procurement strategic planning and execution, or business management
Under the guidance of the Program Manager, is responsible for the overall management of the specific task order(s) and ensuring that the technical/financial solutions and schedules in the specific delivery orders are associated with assigned delivery order projects. Demonstrates competent writing and oral communication skills. Ensures quality products and services are delivered within deadlines.

Education/Experience Required

Bachelors + 10 relevant years

Available in SINs

874 1, 874 4, 874 7, 874 9



NOTE: PLEASE ALSO REFER TO CATMEDIA'S EQUIVALENCY POLICY ON PAGE 26

MOBIS SERVICES | LABOR CATEGORIES

Project Manager – Administrative

Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Has authority and responsibility to identify and commit resources required to support effort. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. Designs and enforces quality control programs.

Education/Experience Required

Bachelors + 10 relevant years

Available in SINS

874 1, 874 4, 874 7, 874 9

Task Leader

Performs day-to-day management of contract programs/projects. Supervises program/project operation by developing management procedures and controls, planning and directing project execution, and monitoring and reporting progress. Manages human and project resources, as well as financial and administrative aspects of the program/project, with respect to contract requirements.

Education/Experience Required

Bachelors + 5 relevant years

Available in SINS

874 1, 874 4, 874 7, 874 9

Project Control Analyst

Performs day-to-day management of individual contract task orders. Organizes, directs, and coordinates planning and production of all task order support activities. Demonstrates written and oral communication skills. Works, as necessary, with corporate management to direct effective contract support activities.

Education/Experience Required

Bachelors + 2 relevant years

Available in SINS

874 1, 874 4, 874 7, 874 9

COMPUTER SCIENTIST/SYSTEMS ANALYST SERIES

The computer scientist/system analyst labor category series provides computer engineering and computer systems analysis for administrative system domains. These are computer related roles and concentrate on the support necessary for custom computer programming of training for web-based and blended learning situations directly related to PSS MOBIS SINS.

Computer Scientist/Systems Analyst - Associate

Performs entry-level writing/editing for technical operations. Copy is used for internal & external technical training of processes, policies, and procedures.

Education/Experience Required

Bachelors + 1 relevant year

Available in SINS

874 1, 874 4, 874 7, 874 9

NOTE: PLEASE ALSO REFER TO CATMEDIA'S EQUIVALENCY POLICY ON PAGE 26

MOBIS SERVICES | LABOR CATEGORIES

Computer Scientist/Systems Analyst – Senior 1

Performs mid-level writing/editing for technical operations. Copy is used for internal & external technical training of processes, policies, and procedures that are increased in complexity.

Education/Experience Required
Available in SINS

Bachelors + 3 relevant years

874 1, 874 4, 874 7, 874 9

Computer Scientist/Systems Analyst – Senior Certified

Performs mid-level writing/editing for technical operations. Copy is used for internal & external technical training of processes, policies, and procedures that are increased in complexity. Certification in specialized skillsets/computer related field.

Education/Experience Required
Available in SINS

Bachelors + Certification + 10 relevant years

874 1, 874 4, 874 7, 874 9

Computer Scientist/Systems Analyst – Senior 2

Performs mid-level writing/editing for technical operations. Copy is used for internal & external technical training of processes, policies, and procedures that are increased in complexity.

Education/Experience Required
Available in SINS

Bachelors + 15 relevant years

874 1, 874 4, 874 7, 874 9

Computer Scientist/Systems Analyst – Senior Certified

Performs senior-level writing/editing for technical operations. Copy is used for internal & external technical training of processes, policies, and procedures that are increased in complexity. Certification in specialized skillsets for technical operations.

Education/Experience Required
Available in SINS

Bachelors + Certification + 10 relevant years

874 1, 874 4, 874 7, 874 9

Computer Scientist/Systems Analyst – Senior 2

Performs senior-level writing/editing for technical operations. Copy is used for internal & external technical training of processes, policies, and procedures that are increased in complexity. May provide supervisory management of technical operations team.

Education/Experience Required
Available in SINS

Bachelors + 15 relevant years

874 1, 874 4, 874 7, 874 9

Computer Scientist/Systems Analyst – Senior PhD

Performs mid-level writing/editing for technical operations. Copy is used for internal & external technical training of processes, policies, and procedures that are increased in complexity. May provide supervisory management of technical operations team as well as project management leadership.

Education/Experience Required
Available in SINS

Doctorate + 10 relevant years

874 1, 874 4, 874 7, 874 9



NOTE: PLEASE ALSO REFER TO CATMEDIA'S EQUIVALENCY POLICY ON PAGE 26

MOBIS SERVICES | LABOR CATEGORIES

TECHNICAL WRITER/EDITOR SERIES

This labor category series provides support to read and analyze highly technical materials and to create presentations of that information. This may be specifications, drawings, user manuals, presentations, reports, or training documents.

The technical writer/editor may prepare technical documents for business and/or training purposes, with critical attention paid to accuracy in policy, procedures, processes and training language.

Technical Writer/Editor - Associate

Performs entry-level writing/editing for technical operations. Copy is used for internal & external technical training of processes, policies, and procedures.

Education/Experience Required

Bachelors + 1 relevant year

Available in SINs

874 1, 874 4, 874 7, 874 9

Technical Writer/Editor - Intermediate 1

Performs mid-level writing/editing for technical operations. Copy is used for internal & external technical training of processes, policies, and procedures that are increased in complexity.

Education/Experience Required

Bachelors + 3 relevant years

Available in SINs

874 1, 874 4, 874 7, 874 9

Technical Writer/Editor - Intermediate 2

Performs mid-level writing/editing for writing/editing for technical operations. Copy is used for internal & external technical training of processes, policies, and procedures that are increased in complexity.

Education/Experience Required

Bachelors + 5 relevant years

Available in SINs

874 1, 874 4, 874 7, 874 9

Technical Writer/Editor - Senior 1

Performs senior-level writing/editing for writing/editing for technical operations. Copy is used for internal & external technical training of processes, policies, and procedures that may be highly complex.

Education/Experience Required

Bachelors + 8 relevant years

Available in SINs

874 1, 874 4, 874 7, 874 9

Technical Writer/Editor - Senior Certified

Performs senior-level writing/editing for writing/editing for technical operations. Copy is used for internal & external technical processes, policies, and procedures that may be highly complex. Certification in specialized skillsets for technical writing/editing.

Education/Experience Required

Bachelors + Certification + 10 relevant years

Available in SINs

874 1, 874 4, 874 7, 874 9



NOTE: PLEASE ALSO REFER TO CATMEDIA'S EQUIVALENCY POLICY ON PAGE 26

MOBIS SERVICES | LABOR CATEGORIES

Technical Writer/Editor – Senior 2

Performs senior-level writing/editing for writing/editing for technical operations. Copy is used for internal & external technical processes, policies, and procedures that may be highly complex. May provide supervisory management of technical writing/editing team.

Education/Experience Required

Bachelors + 15 relevant years

Available in SINS

874 1, 874 4, 874 7, 874 9

Technical Writer/Editor – Senior PhD

Performs senior-level writing/editing for technical operations. Copy is used for internal & external technical processes, policies, and procedures that may be highly complex. May provide supervisory management of technical writing/editing team as well as project management for technical operations documents.

Education/Experience Required

Doctorate + 10 relevant years

Available in SINS

874 1, 874 4, 874 7, 874 9

WRITER/EDITOR SERIES

This labor category series covers non-technical writing support.

The writer may prepare documents for business and/or training purposes. The editor is focused on the same areas as the writer and can be applied in each area. This category includes the creation of content for web pages.

Writer/Editor - Associate

Performs entry-level writing/editing for business operations. Copy is used for internal & external processes, policies, procedures, print materials, or web pages.

Education/Experience Required

Bachelors + 1 relevant year

Available in SINS

874 1, 874 4, 874 7, 874 9

Writer/Editor – Intermediate 1

Performs mid-level writing/editing for business operations. Copy is used for internal & external processes, policies, procedures, print materials, or web pages.

Education/Experience Required

Bachelors + 3 relevant years

Available in SINS

874 1, 874 4, 874 7, 874 9

Writer/Editor – Intermediate 2

Performs mid-level writing/editing for business operations. Copy is used for internal & external processes, policies, procedures, print materials, or web pages that are increased in complexity.

Education/Experience Required

Bachelors + 5 relevant years

Available in SINS

874 1, 874 4, 874 7, 874 9



NOTE: PLEASE ALSO REFER TO CATMEDIA'S EQUIVALENCY POLICY ON PAGE 26

MOBIS SERVICES | LABOR CATEGORIES

Writer/Editor – Senior 1

Performs senior-level writing/editing for business operations. Copy is used for internal & external processes, policies, procedures, print materials, or web pages that may be highly complex.

Education/Experience Required

Bachelors + 8 relevant years

Available in SINs

874 1, 874 4, 874 7, 874 9

Writer/Editor – Senior Certified

Performs senior-level writing/editing for business operations. Copy is used for internal & external processes, policies, procedures, print materials, or web pages that may be highly complex. Certification in specialized skillsets for writing/editing.

Education/Experience Required

Bachelors + Certification + 10 relevant years

Available in SINs

874 1, 874 4, 874 7, 874 9

Writer/Editor – Senior 2

Performs senior-level writing/editing for business operations. Copy is used for internal & external processes, policies, procedures, print materials, or web pages that may be highly complex. May provide supervisory management of writing/editing team.

Education/Experience Required

Bachelors + 15 relevant years

Available in SINs

874 1, 874 4, 874 7, 874 9

Writer/Editor – Senior PhD

Performs senior-level writing/editing for business operations. Copy is used for internal & external processes, policies, procedures, print materials, or web pages that may be highly complex. May provide supervisory management of writing/editing team as well as project management for business operations documents.

Education/Experience Required

Doctorate + 10 relevant years

Available in SINs

874 1, 874 4, 874 7, 874 9

NOTE: PLEASE ALSO REFER TO CATMEDIA'S EQUIVALENCY POLICY ON PAGE 26

MOBIS SERVICES | LABOR CATEGORIES

ACQUISITION/PROCUREMENT/CONTRACT/ANALYST SERIES

Our acquisition/procurement/contract/analyst series of labor categories provides expertise ranging from senior level certified acquisition experts advising the implementation and management of major acquisitions, to more administrative processing of routine contractual actions. Expertise may also draw from related fields of knowledge in the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

Acquisition/Procurement/Contract/Analyst - Associate

Provides basic, entry-level project support. Tasks may include, but are not limited to: development and management of spreadsheets, development of briefings and information papers, data collection assistance, and quality assurance on financial documents.

Conducts research and analysis as directed by project/program leadership.

Education/Experience Required

Bachelors + 1 relevant year

Available in SINS

874 1, 874 4, 874 7, 874 9

Acquisition/Procurement/Contract/Analyst - Intermediate 1

Provides project support at an increased level of complexity. Tasks may include, but are not limited to: development and management of spreadsheets, development of briefings and information papers, data collection assistance, and quality assurance on financial documents.

Conducts research and analysis as directed by project/program leadership.

Education/Experience Required

Bachelors + 3 relevant years

Available in SINS

874 1, 874 4, 874 7, 874 9

Acquisition/Procurement/Contract/Analyst - Intermediate 2

Provides project support at an increased level of complexity. Tasks may include, but are not limited to: development and management of spreadsheets, development of briefings and information papers, data collection assistance, and quality assurance on financial documents.

Conducts research and analysis as directed by project/program leadership.

Education/Experience Required

Bachelors + 5 relevant years

Available in SINS

874 1, 874 4, 874 7, 874 9

Acquisition/Procurement/Contract/Analyst - Senior 1

Provides senior-level project support. Tasks may include, but are not limited to: development and management of spreadsheets, development of briefings and information papers, data collection assistance, and quality assurance on financial documents.

May supervise, delegate and/or direct research and analysis required by program/project.

Education/Experience Required

Bachelors + 8 relevant years

Available in SINS

874 1, 874 4, 874 7, 874 9



NOTE: PLEASE ALSO REFER TO CATMEDIA'S EQUIVALENCY POLICY ON PAGE 26

MOBIS SERVICES | LABOR CATEGORIES

Acquisition/Procurement/Contract/Analyst – Senior Certified

Provides senior-level project support. Tasks may include, but are not limited to: development and management of spreadsheets, development of briefings and information papers, data collection assistance, and quality assurance on financial documents.
May supervise, delegate and/or direct research and analysis required by program/project.
Certification in specialized support skills.

Education/Experience Required

Available in SINS

Bachelors + Certification + 10 relevant years

874 1, 874 4, 874 7, 874 9

Acquisition/Procurement/Contract/Analyst – Senior 2

Provides senior-level project support. Tasks may include, but are not limited to: development and management of spreadsheets, development of briefings and information papers, data collection assistance, and quality assurance on financial documents.
Supervises, delegates and/or directs research and analysis required by program/project. May act as project lead or deputy program lead.

Education/Experience Required

Available in SINS

Bachelors + 15 relevant years

874 1, 874 4, 874 7, 874 9

Acquisition/Procurement/Contract/Analyst – Senior PhD

Provides senior-level project support for multi-faceted, complex programs/projects. Tasks may include, but are not limited to: development and management of spreadsheets, development of briefings and information papers, data collection assistance, and quality assurance on financial documents.
Supervises, delegates and/or directs research and analysis required by program/project. Role may be project/program lead.

Education/Experience Required

Available in SINS

Doctorate + 10 relevant years

874 1, 874 4, 874 7, 874 9

NOTE: PLEASE ALSO REFER TO CATMEDIA'S EQUIVALENCY POLICY ON PAGE 26

MOBIS SERVICES | LABOR CATEGORIES

BUSINESS/FINANCIAL MANAGEMENT/ANALYST SERIES

Our business/financial/management/analyst series of labor categories is focused on the coordination, accounting, planning and administration functions. The management analyst provides business management functions such as budgeting, financial analysis and planning and control or funding and allocation of funding. These functions include business process analysis to describe and create defined business and operations controls and processes.

Business/Financial/Management Analyst - Associate

Serves as an entry-level member of group of analysts who collaborate to systematically integrate business, cost accounting, and financial reporting with management processes to ensure the efficient stewardship of public funds. Applies an understanding of accounting practices and principles when data gathering, analyzing, and reconciling. Provides support to process improvement analysis assessments. Cognizant of interrelationships between financial management requirements and automated solutions. May be familiar with activity based costing, business case analysis and outsourcing requirements.

Education/Experience Required

Bachelors + 1 relevant year

Available in SINs

874 1, 874 4, 874 7, 874 9

Business/Financial/Management Analyst – Intermediate 1

Experience in Accounting/Financial Management in a Federal government environment with a demonstrated ability in areas such as Cost and Financial Accounting Techniques, Accounting Operations, and Business Management. Possess thorough knowledge of Federal financial and accounting policies and system requirements.

Serves as a team member, helping to ensure that a group of analysts are working in concert to systematically integrate accounting processes.

Education/Experience Required

Bachelors + 3 relevant years

Available in SINs

874 1, 874 4, 874 7, 874 9

Business/Financial/Management Analyst – Intermediate 2

Experience in Accounting/Financial Management in a Federal government environment with a demonstrated ability in areas such as Cost and Financial Accounting Techniques, Accounting Operations, and Business Management. Possess thorough knowledge of Federal financial and accounting policies and system requirements.

Serves as a team member, helping to ensure that a group of analysts are working in concert to systematically integrate accounting processes.

Education/Experience Required

Bachelors + 5 relevant years

Available in SINs

874 1, 874 4, 874 7, 874 9



NOTE: PLEASE ALSO REFER TO CATMEDIA'S EQUIVALENCY POLICY ON PAGE 26

MOBIS SERVICES | LABOR CATEGORIES

Business/Financial/Management Analyst – Senior 1

Experience in Accounting/Financial Management in a Federal government environment with a demonstrated ability in areas such as Cost and Financial Accounting Techniques, Accounting Operations, and Business Management. Possess thorough knowledge of Federal financial and accounting policies and system requirements.

Serves as a team member, helping to ensure that a group of analysts are working in concert to systematically integrate accounting processes.

Experience of 8 years in accounting and financial management, including at least 5 years of increasing responsibilities as team leader or first level supervisor. Experience in operational accounting or auditing with demonstrated ability to supervise or lead a team of accounting analysts.

Education/Experience Required

Bachelors + 8 relevant years

Available in SINS

874 1, 874 4, 874 7, 874 9

Business/Financial/Management Analyst – Senior Certified

Experience in Accounting/Financial Management in a Federal government environment with a demonstrated ability in areas such as Cost and Financial Accounting Techniques, Accounting Operations, and Business Management. Possess thorough knowledge of Federal financial and accounting policies and system requirements.

Leadership/supervisory experience and management of accounting systems/processes.

Education/Experience Required

Bachelors + Certification + 10 relevant years

Available in SINS

874 1, 874 4, 874 7, 874 9

Business/Financial/Management Analyst – Senior 2

Experience in Accounting/Financial Management in a Federal government environment with a demonstrated ability in areas such as Cost and Financial Accounting Techniques, Accounting Operations, and Business Management. Possess thorough knowledge of Federal financial and accounting policies and system requirements.

Senior leadership/supervisory experience and management of accounting systems/processes.

Education/Experience Required

Bachelors + 15 relevant years

Available in SINS

874 1, 874 4, 874 7, 874 9

Business/Financial/Management Analyst – Senior PhD

Experience in Accounting/Financial Management in a Federal government environment with a demonstrated ability in areas such as Cost and Financial Accounting Techniques, Accounting Operations, and Business Management. Possess thorough knowledge of Federal financial and accounting policies and system requirements.

Senior leadership/supervisory experience and management of accounting systems/processes/departments/programs.

Education/Experience Required

Doctorate + 10 relevant years

Available in SINS

874 1, 874 4, 874 7, 874 9



NOTE: PLEASE ALSO REFER TO CATMEDIA'S EQUIVALENCY POLICY ON PAGE 26

MOBIS SERVICES | LABOR CATEGORIES

TRAINER/TRAINING MATERIAL SPECIALIST SERIES

Our training/training material series focuses on specialists who create and deliver training documentation. Their expertise stems from experience in education, in teaching, in creating structure lesson plans and formal training programs. These experts take subject matter materials from other subject matter experts and translate the information into training for a wide variety of audiences.

Trainer/Training Material Specialist - Associate

Entry-level training/training material specialist role. Work performed includes, but is not limited to: research and data collection from SMEs for purposes of training communication, develop training curricula, design and develop training materials for web access, and measure/evaluate effectiveness of training.

Education/Experience Required

Bachelors + 1 relevant year

Available in SINS

874 1, 874 4, 874 7, 874 9

Trainer/Training Material Specialist – Intermediate 1

Performs mid-level training/training material specialist role. Work performed (performed with higher degree of complexity) includes, but is not limited to: research and data collection from SMEs for purposes of training communication, develop training curricula, design and develop training materials for web access, and measure/evaluate effectiveness of training.

Education/Experience Required

Bachelors + 3 relevant years

Available in SINS

874 1, 874 4, 874 7, 874 9

Trainer/Training Material Specialist – Intermediate 2

Performs mid-level training/training material specialist role. Work (performed with higher degree of complexity) includes, but is not limited to: research and data collection from SMEs for purposes of training communication, develop training curricula, design and develop training materials for web access, and measure/evaluate effectiveness of training.

Education/Experience Required

Bachelors + 5 relevant years

Available in SINS

874 1, 874 4, 874 7, 874 9

Trainer/Training Material Specialist – Senior 1

Provides senior-level training/training material specialist support. Work performed (performed with high degree of complexity) includes, but is not limited to: research and data collection from SMEs for purposes of training communication, develop training curricula, design and develop training materials for web access, and measure/evaluate effectiveness of training.
May supervise a training team and/or project.

Education/Experience Required

Bachelors + 8 relevant years

Available in SINS

874 1, 874 4, 874 7, 874 9



NOTE: PLEASE ALSO REFER TO CATMEDIA'S EQUIVALENCY POLICY ON PAGE 26

MOBIS SERVICES | LABOR CATEGORIES

Trainer/Training Material Specialist – Senior Certified

Provides senior-level training/training material specialist support. Work performed (with high degree of complexity) includes, but is not limited to: research and data collection from SMEs for purposes of training communication, develop training curricula, design and develop training materials for web access, and measure/evaluate effectiveness of training.
May supervise a training team and/or project. Certification in specialized training/instructional design skillsets.

Education/Experience Required

Bachelors + Certification + 10 relevant years

Available in SINS

874 1, 874 4, 874 7, 874 9

Trainer/Training Material Specialist – Senior 2

Provides senior-level training/training material specialist support. Work performed (with high degree of complexity) includes, but is not limited to: research and data collection from SMEs for purposes of training communication, develop training curricula, design and develop training materials for web access, and measure/evaluate effectiveness of training.
May supervise a training team, project and/or program.

Education/Experience Required

Bachelors + 15 relevant years

Available in SINS

874 1, 874 4, 874 7, 874 9

Trainer/Training Material Specialist – Senior PhD

Provides senior-level training/training material specialist support. Work performed (performed with high degree of complexity) includes, but is not limited to: research and data collection from SMEs for purposes of training communication, develop training curricula, design and develop training materials for web access, and measure/evaluate effectiveness of training.
May supervise/manage a training program, project or team of trainers/training material specialists.

Education/Experience Required

Doctorate + 10 relevant years

Available in SINS

874 1, 874 4, 874 7, 874 9

ADMINISTRATIVE SUPPORT SERIES

Our administrative support series of labor includes office-oriented tasks such as clerical work and/or coordination, in an administrative role. Work performed includes, but is not limited to: phone answering, visitor reception, desk staffing, copying data entry, regular cyclical report generation, distribution, and pre-defined task execution.

Administrative Support 1

Entry-level clerical/administrative functional role. Work performed includes, but is not limited to: phone answering, visitor reception, desk staffing, copying data entry, regular cyclical report generation, distribution, and pre-defined task execution.

Education/Experience Required

HS + 1 relevant year

Available in SINS

874 1, 874 4, 874 7, 874 9



NOTE: PLEASE ALSO REFER TO CATMEDIA'S EQUIVALENCY POLICY ON PAGE 26

MOBIS SERVICES | LABOR CATEGORIES

Administrative Support 2

Performs clerical/administrative functions. Work performed includes, but is not limited to: phone answering, visitor reception, desk staffing, copying data entry, regular cyclical report generation, distribution, and pre-defined task execution in greater degrees of complexity and support.

Education/Experience Required

HS + 3 relevant years

Available in SINS

874 1, 874 4, 874 7, 874 9

Administrative Support 3

Performs clerical/administrative functions. Work performed includes, but is not limited to: phone answering, visitor reception, desk staffing, copying data entry, regular cyclical report generation, distribution, and pre-defined task execution, with high degree of complexity and support skills needed.

May also correlate to technical support roles, with similar levels of education/experience.

Education/Experience Required

HS + 6 relevant years

Available in SINS

874 1, 874 4, 874 7, 874 9

Administrative Support 4

Performs clerical/administrative functions. Work performed includes, but is not limited to: phone answering, visitor reception, desk staffing, copying data entry, regular cyclical report generation, distribution, and pre-defined task execution, with highest degree of complexity and support skills needed.

May correlate to an office manager position.

May also correlate to technical support roles, with similar levels of education/experience.

Education/Experience Required

HS + 10 relevant years

Available in SINS

874 1, 874 4, 874 7, 874 9

While we list minimum requirements for labor categories, we also follow CATMEDIA's policy regarding equivalencies to formal education and earned degrees.

Per our stated guidelines and our equivalency policy, personnel placed in a specific labor category remains at the sole discretion of CATMEDIA.